

# HIGHLIGHT REPORT

## August 2019



<b>Project:</b>	<b>Wolston Neighbourhood Development Plan (NDP)</b>		
<b>Author:</b>	<b>Tim Willis</b>	<b>Date:</b>	<b>2 September 2019</b>

<b>Reporting Period:</b>	<b>28.07.19</b>	<b>31.08.19</b>
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<b>Project Manager's assessment of the overall current status of the Project:</b>	
<b>WORK</b>	<ul style="list-style-type: none"> <li>• Extraordinary Parish Council (PC) meeting called on 22<sup>nd</sup> August to consider response to NDP consultation on LGS designation of 5 x sites</li> <li>• Wolston PC voted in favour of endorsing and supporting LGS designation consultation responses</li> <li>• 96% of consultation respondents support LGS designation of all 5 sites</li> <li>• Work on development of policies temporarily on hold until PC support/endorsement of consultation responses confirmed</li> </ul>

<b>Budget Status:</b>	<b>AMBER</b>	<ul style="list-style-type: none"> <li>• 2019/20 Technical Grant application work remains ongoing and will be submitted in due course</li> </ul>
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<b>Resource Status:</b>	<b>AMBER</b>	<ul style="list-style-type: none"> <li>• CG members continuing to provide interim cover for 3 x WG leads</li> <li>• Ongoing requirement for further additional volunteer resources</li> </ul>
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<b>Stages / Phases completed in this reporting period:</b>	<p>SG meeting on 27<sup>th</sup> August focused on next steps following Wolston PC support and endorsement of LGS designation consultation responses.</p> <p><b>Working Group (WG) headlines:</b></p> <p><b>a). Support ("backroom") Groups</b></p> <p><b>i). Finance</b></p> <ul style="list-style-type: none"> <li>• WG lead (as CG member) continuing to providing interim cover to 2 x WGs</li> <li>• Approx. £100 spend during month re: invoice for St Margarets Church room</li> </ul> <p><b>ii). Communication and Engagement</b></p> <ul style="list-style-type: none"> <li>• Update: 275 residents completed LGS designation consultation cards</li> <li>• 96% consultation response support LGS designation for all 5 sites</li> <li>• 65% of respondents aged 50+</li> <li>• Pin Map exercise to show the village community any proposals for (Housing) on hold until further notice</li> <li>• Interim cover for WG lead being provided by CG</li> <li>• Log of correspondence in place from May 2019</li> </ul> <p><b>iii). Co-ordination Group (CG)</b></p> <ul style="list-style-type: none"> <li>• CG meeting of 13<sup>th</sup> August focused on seeking Wolston PC support and endorsement for LGS designation consultation response</li> <li>• CG agreed Plan should be 'paused' until support in place</li> <li>• Extraordinary PC meeting called on 22<sup>nd</sup> August to consider response to NDP consultation on LGS designation of 5 x sites</li> </ul>
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	<ul style="list-style-type: none"> <li>• CG maintaining support function to SG, e.g. advising on strategic direction and relevant policies as appropriate</li> </ul> <p><b>b). Neighbourhood Plan Working Groups</b></p> <p><b>i). Economy and Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Work on development of policies temporarily on hold until PC support/endorsement of consultation responses confirmed</li> <li>• Work on development of policies temporarily on hold following WG lead resignation - group to add provisional wording to the draft Plan in due course</li> </ul> <p><b>ii). Housing</b></p> <ul style="list-style-type: none"> <li>• Work on Housing policies x 3, i.e. local needs, design, and local sustainability temporarily on hold until PC support/endorsement of consultation responses confirmed</li> <li>• Dates for final Site Assessments following Call for Sites still to be confirmed</li> <li>• As per previous HRs - work on development of policies ongoing - group to add provisional wording to the draft Plan</li> </ul> <p><b>iii). Environment (Natural and Built)</b></p> <ul style="list-style-type: none"> <li>• Work on development of policies temporarily on hold until PC support/endorsement of consultation responses confirmed</li> <li>• Character Assessment work continues</li> <li>• As per previous HRs - work on development of policies ongoing - group to add provisional wording to the draft Plan</li> </ul> <p><b>iv). Community, Sports and Leisure</b></p> <ul style="list-style-type: none"> <li>• Work on development of policies temporarily on hold until PC support/endorsement of consultation responses confirmed</li> <li>• Interim cover being provided by CG following resignation of WG lead</li> <li>• As per previous HRs - work on development of policies ongoing - group to add provisional wording to the draft Plan</li> </ul>
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<p>Stages / Phases to be completed in the next reporting period:</p>	<ul style="list-style-type: none"> <li>• SG Chairman to attend 17<sup>th</sup> September 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</li> <li>• SG meeting on 24<sup>th</sup> September 2019</li> <li>• CG meeting on 10<sup>th</sup> September 2019</li> <li>• Further progress by WGs re: drafting of Wolston Neighbourhood Plan</li> <li>• Final work on 5 x LGS Assessments and any additional sites following consultation events (with support from APS tbc)</li> <li>• Assessment of sites submitted to Call for Sites to be progressed</li> <li>• Further progress on Character Assessment work</li> <li>• Next steps re: Tree Charter</li> <li>• Project Timetable to be updated as/when appropriate</li> </ul>
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	<p><b>Progress against Project Plan (April update):</b></p> <ul style="list-style-type: none"> <li>• Project Plan will be further refined following:             <ol style="list-style-type: none"> <li>a). Call for Sites work is completed</li> <li>b). Cover arrangements for each WG lead are confirmed</li> </ol> </li> <li>• Policies and Explanations and research for Plan continue to be progressed by WGs in conjunction with APS as appropriate</li> </ul>
<p>Potential issues and suggestions for their resolution or prevention:</p>	<ol style="list-style-type: none"> <li>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.</li> <li>2. 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.</li> <li>3. 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.</li> <li>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.</li> <li>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.</li> </ol>

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	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.
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 and resignations of WG leads. Timetable will be further refined once Call for Sites work is completed and cover arrangements for each WG lead are confirmed.
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"> <li>Minutes of SG and CG reports to be distributed to PCllrs ahead of monthly PC meetings</li> <li>Log of Correspondence</li> <li>Draft PC minutes to be shared with NDP SG Chair and PM for information</li> </ul>
	Highlight Reporting launched from January 2018, i.e. this is 'issue 20'

### Key to Status:

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