

# HIGHLIGHT REPORT

## August 2018



<b>Project:</b>	<b>Wolston Neighbourhood Development Plan (NDP)</b>		
<b>Author:</b>	<b>Tim Willis</b>	<b>Date:</b>	<b>4 September 2018</b>

<b>Reporting Period:</b>	<b>31.07.18</b>	<b>31.08.18</b>
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<b>Project Manager's assessment of the overall current status of the Project:</b>	
<b>Status:</b>	<ul style="list-style-type: none"> <li>Grant 'offer' of £7,197 received from Groundwork UK (MHCLG)</li> <li>Grant application for 2018/19 submitted</li> <li>Drafting of Neighbourhood Development Plan ('Plan') continues</li> <li>Terms of Reference for Steering Group updated (subject to PC approval)</li> </ul>
<b>WORK</b>	

<b>Budget Status:</b>	<b>AMBER</b>	<ul style="list-style-type: none"> <li>Grant application to locality.org.uk for 2018/19 submitted with subsequent Grant 'offer' received from Groundwork UK on behalf of Ministry for Housing, Communities and Local Government (MHCLG) for £7,197 on 30<sup>th</sup> August 2018 as per details below:</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Supplier</th> <th style="text-align: left;">Details</th> <th style="text-align: right;">amount</th> </tr> </thead> <tbody> <tr><td>APS</td><td>Green spaces assessment</td><td style="text-align: right;">£ 900.00</td></tr> <tr><td>APS</td><td>Housing Site Assessments</td><td style="text-align: right;">£ 1,125.00</td></tr> <tr><td>APS</td><td>General Assistance</td><td style="text-align: right;">£ 225.00</td></tr> <tr><td>APS</td><td>3 Meetings @ £150</td><td style="text-align: right;">£ 450.00</td></tr> <tr><td>APS</td><td>Assistance with evidence base and policy formation</td><td style="text-align: right;">£ 2,250.00</td></tr> <tr><td>APS</td><td>Basic Conditions statement</td><td style="text-align: right;">£ 450.00</td></tr> <tr><td>Stratford District Council</td><td>Business Questionnaire</td><td style="text-align: right;">£ 440.00</td></tr> <tr><td>Shemeam</td><td>web site</td><td style="text-align: right;">£ 535.00</td></tr> <tr><td>Shemeam</td><td>web site - changes(12 months)</td><td style="text-align: right;">£ 192.00</td></tr> <tr><td>WNP</td><td>Pin map events</td><td style="text-align: right;">£ 260.00</td></tr> <tr><td>WNP</td><td>Referendum Events</td><td style="text-align: right;">£ 260.00</td></tr> <tr><td>WNP</td><td>Business Event</td><td style="text-align: right;">£ 110.00</td></tr> <tr><td colspan="2"></td><td style="text-align: right;"><b>£ 7,197.00</b></td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>Acceptance of 'offer' and Due Diligence to be submitted to Groundwork by 20<sup>th</sup> September 2018</li> </ul> <p>NB. Please note that any spend remains 'on hold' until Grant funding received and approved by Wolston PC</p>	Supplier	Details	amount	APS	Green spaces assessment	£ 900.00	APS	Housing Site Assessments	£ 1,125.00	APS	General Assistance	£ 225.00	APS	3 Meetings @ £150	£ 450.00	APS	Assistance with evidence base and policy formation	£ 2,250.00	APS	Basic Conditions statement	£ 450.00	Stratford District Council	Business Questionnaire	£ 440.00	Shemeam	web site	£ 535.00	Shemeam	web site - changes(12 months)	£ 192.00	WNP	Pin map events	£ 260.00	WNP	Referendum Events	£ 260.00	WNP	Business Event	£ 110.00			<b>£ 7,197.00</b>
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<b>Resource Status:</b>	<b>AMBER</b>	<ol style="list-style-type: none"> <li>NDP CG Chairman still indisposed – Project Manager (PM) has assumed role of Acting Chair until further notice in order to maintain momentum.</li> <li>Re-design of Steering Group (SG) now complete with final draft of Terms of Reference (ToR) signed off/approved at August Steering Group meeting.</li> <li>ToR to be presented to 6<sup>th</sup> September 2018 PC meeting for approval as formal agenda item.</li> <li>SG to assume role of decision making group with CG to assume role of Support Function Group (for Policy and Strategy).</li> </ol>
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		5. Membership of SG with voting rights (up to 11 members) to be agreed at next SG meeting on 11 <sup>th</sup> September 2018 (subject to PC approval of ToR)
Stages / Phases completed in this reporting period:	CG meeting on 28 <sup>th</sup> August 2018 SG meeting on 14 <sup>th</sup> August 2018	
	<b>Working Group (WG) headlines:</b>	
	<b>a). Support Function Groups</b>	
	<b>i). Finance</b>	
	<ul style="list-style-type: none"><li>• Work on Grant application for 2018/19 completed with subsequent 'offer' of £7,197 received</li><li>• Acceptance and Due Diligence to be submitted to MHCLG by 20<sup>th</sup> September 2018</li></ul>	
	<b>ii). Communication and Engagement.</b>	
	<ul style="list-style-type: none"><li>• Attendance at Comms WG to confirm attendee(s) on RBC NDP Forum on 14<sup>th</sup> September 2018 confirmed</li><li>• WG members continuing to attend local events, e.g. Allotments BBQ, in order to generate further interest in the Plan</li></ul>	
	<b>iii). Co-ordination Group</b>	
	<ul style="list-style-type: none"><li>• CG to assume role of support function to SG, advising on strategic direction and relevant policies as appropriate</li><li>• Additional meeting to be scheduled to agree next steps once Grant funding is received and proposed spend approved by PC</li></ul>	
	<b>b). Neighbourhood Plan Working Groups</b>	
	<b>i). Economy and Infrastructure</b>	
	<ul style="list-style-type: none"><li>• Handover from previous group format remains ongoing.</li><li>• Work on Employment/business questionnaire ongoing ready for progression once Grant funding received.</li></ul>	
	<b>ii). Housing</b>	
	<ul style="list-style-type: none"><li>• Development of policies progressing, and the group are on target to add provisional wording to the draft Plan shortly</li><li>• Links to the relevant documents on the modified Local Plan published on the village website. Briefing note to be produced.</li></ul>	
	<b>iii). Environment (Natural and Built)</b>	
	<ul style="list-style-type: none"><li>• All appropriate information for upcoming Assessments forwarded to APS.</li></ul>	
	<b>iv). Community, Sports and Leisure</b>	
	<ul style="list-style-type: none"><li>• Work on policies for inclusion in Plan under way</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 meeting on 11<sup>th</sup> September 2018</li> <li>• Acceptance of Grant 'offer' of £7,197 and Due Diligence to be completed/submitted by 20<sup>th</sup> September 2018</li> <li>• Further progress by WGs re: drafting of Wolston Neighbourhood Plan</li> <li>• SG to commission Site Assessments once Grant funding received – provisional dates for work can be agreed in the interim</li> <li>• Attendance/input to RBC NDP Forum on 14<sup>th</sup> September 2018</li> <li>• Project Timetable for next stages/phases to be updated (in draft form until any Grant monies received)</li> </ul> <p><b>Progress against Project Plan Update:</b></p> <ul style="list-style-type: none"> <li>• No Further Action (NFA) to the overall progress on the Project Plan until Grant funding received.</li> <li>• Policies and Explanations and research for Plan will continue to be progressed by WGs in conjunction with APS as appropriate.</li> <li>• Project Plan to be updated once funding streams confirmed.</li> </ul>
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<p>Potential issues and suggestions for their resolution or prevention:</p>	<p>Finance, e.g. Grant application rejected or only part funded:  <b>Action:</b> a). SG and/or PC confirm if funding is 'essential' or 'desirable'. b). SG and/or PC to seek alternative external funding streams, e.g. amended submission, Rugby Borough Council (RBC) grant funding, c). SG 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:  <b>Action:</b> 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, SG and/or PC to put NDP 'on hold' until additional resources confirmed, e) abort NDP.</p> <p>Maintaining Co-ordination and Steering Group Resources:  <b>Action:</b> a). Chair of SG to re-allocate tasks as appropriate, b). PM to assume role(s) on a temporary basis, 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> <p>Programme slippage/stall due to external factors such as delayed grant submissions:  <b>Action:</b> 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>Conflict of interests, e.g. NDP used to drive personal agenda:  <b>Action:</b> a). Raise as formal agenda item at either planned or additional SG meeting, b). report outcome of meeting to PC, c). CG/SG/PC to maintain watching brief, d). PC to assume management of NDP SG and/or request change to SG membership.</p>
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	<p>Required outcomes of Wolston PC and NDP SG are not aligned:  <b>Action:</b> 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 CG/SG to be diarised if/when appropriate, c). PC to assume management of NDP CG/SG and/or request change to CG/SG membership, d). put NDP 'on hold' until alignment achieved, e) abort NDP.</p>
Explanation of any difference between planned and actual events	Timing of receipt of 2018/19 Grant funding may generate potential delay against overall project outcome, i.e. NDP being 'made', as notwithstanding current 'offer' of £7,197 funding by MHCLG, no further spend will be progressed by SG until Grant funding/Technical Support funding is received and PC approval for spend is in place. Any delay to be confirmed on receipt of Grant monies.
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 Working Group reports to be distributed to PCllrs ahead of monthly PC meetings</li> <li>• Updated Project Timetable to be circulated as appropriate</li> <li>• Draft PC minutes to be shared with NDP SG Chair and/or Acting Chair for information</li> </ul>
Additional comments	Highlight Reporting launched from January 2018, i.e. this is 'issue 8'

**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.