

# HIGHLIGHT REPORT

## December 2018



<b>Project:</b>	<b>Wolston Neighbourhood Development Plan (NDP)</b>		
<b>Author:</b>	<b>Tim Willis</b>	<b>Date:</b>	<b>1 January 2019</b>

<b>Reporting Period:</b>	01.12.18	31.12.18
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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>Budget request for 2019/20 NDP Parish Council (PC) spend submitted and approved</li> <li>Drafting of Neighbourhood Development Plan ('Plan') continues</li> <li>Pre-submission Draft for Public Consultation scheduled for completion by June 2019</li> <li>Local Green Space Assessments being finalised</li> <li>Potential Housing (Site) Assessments to be progressed in early 2019</li> </ul>
<b>WORK</b>	

<b>Budget Status:</b>	<b>AMBER</b>	<ol style="list-style-type: none"> <li>Budget request for 2019/20 NDP spend submitted to PC.</li> <li>Budget request (£- tbc) approved at Extraordinary PC meeting on 20<sup>th</sup> December.</li> </ol>
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<b>Resource Status:</b>	<b>AMBER</b>	1. Working Group for Communities, Sport and Leisure under pressure re: current membership and capacity. PM to support WG lead as required.
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<b>Stages / Phases completed in this reporting period:</b>	<p>SG meeting on 11<sup>th</sup> December 2018</p> <p><b>Working Group (WG) headlines:</b></p> <p><b>a). Support ("backroom") Groups</b></p> <p>i). <b>Finance</b></p> <ul style="list-style-type: none"> <li>Budget request for 2019/20 NDP PC spend submitted/approved</li> </ul> <p>ii). <b>Communication and Engagement.</b></p> <ul style="list-style-type: none"> <li>Dates of Public Meetings to show the Village Community proposals on Site Allocations to be confirmed early 2019.</li> </ul> <p>iii). <b>Co-ordination Group</b></p> <ul style="list-style-type: none"> <li>SG Chair has resigned as formal member of the group in order to maintain appropriate level of CG members on SG (no more than 3) but will attend any meetings as required. PM to assume role of Chair on CG</li> <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>i). <b>Economy and Infrastructure</b></p> <ul style="list-style-type: none"> <li>Further work on finalising Employment/Business questionnaire prior to consultation (approx. 150 businesses) being progressed with Stratford DC</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>ii). <b>Housing</b></p> <ul style="list-style-type: none"> <li>• Minimum of 3 x Housing (Site) Assessments commissioned from APS – to be progressed in early 2019 (dates tbc)</li> <li>• As per previous HRs - work on development of policies ongoing - group to add provisional wording to the draft Plan</li> <li>• No reported improvement in level of volunteer resources</li> </ul> <p>iii). <b>Environment (Natural and Built)</b></p> <ul style="list-style-type: none"> <li>• Work on 5 x Local Green Space (LGS) Assessments being finalised with support from APS</li> </ul> <p>iv). <b>Community, Sports and Leisure</b></p> <ul style="list-style-type: none"> <li>• PM to support WG lead as required during upcoming Consultation events</li> </ul>
<p>Stages / Phases to be completed in the next reporting period:</p>	<ul style="list-style-type: none"> <li>• SG meeting on 8<sup>th</sup> January 2019</li> <li>• Further progress by WGs re: drafting of Wolston Neighbourhood Plan</li> <li>• Housing (Site) Assessments – APS have advised this work will be progressed in early 2019 (dates tbc)</li> </ul> <p><b>Progress against Project Plan Update:</b></p> <ul style="list-style-type: none"> <li>• Estimated delay of approx. 6 months to overall Plan being ‘made’ due to numerous factors, e.g. delay in securing 2018/19 Locality Grant funding</li> <li>• Policies and Explanations and research for Plan continue to be progressed by WGs in conjunction with APS as appropriate</li> <li>• PM to meet with APS in early 2019 to consider:             <ol style="list-style-type: none"> <li>1. Budget status</li> <li>2. LGS and Housing (Site) Assessments - next steps</li> <li>3. Evidence Base and Policy formation for Draft Plan</li> <li>4. General overview/‘health check’</li> </ol> </li> </ul>
<p>Potential issues and suggestions for their resolution or prevention:</p>	<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 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>Finance, e.g. approval for spend of Grant funding not forthcoming:  <b>Action:</b> 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>

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	<p><b>Maintaining Working Group Resources/Membership:</b>                  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><b>Maintaining Steering Group Resources/Membership:</b>                  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> <p>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>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 6 months in the Wolston Plan being 'made'. However, if Pre-Submission Draft for Public Consultation version can be completed by June 2019, this may be significantly reduced – PM to discuss and agree way forward with APS at early 2019 'catch up' meeting.
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

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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>• Any updates to Project Timetable to be circulated to PC and SG with Highlight Report</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 12'

## 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.