

# HIGHLIGHT REPORT

## DECEMBER 2020



<b>Project:</b>	<b>Wolston Neighbourhood Development Plan (NDP)</b>		
<b>Author:</b>	<b>Tim Willis</b>	<b>Date:</b>	<b>5 January 2021</b>

<b>Reporting Period:</b>	01.12.20	31.12.20
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Project Manager's assessment of the overall current status of the Project:

<b>Status:</b>	<ul style="list-style-type: none"><li>Steering Group (SG) and Co-ordination Group (CG) meetings to continue via Zoom due to ongoing impact of Covid-19</li><li>Resignation of Secretary to CG and SG</li><li>Potential impact of proposed appeal against the refusal of planning application R19/1411 (to develop the allotment land) to be considered/determined</li><li>Drafting of Plan continuing in line with above</li><li>Updated draft to be sent to APS in early January for next health check</li><li>Timing of formal presentation of Draft Plan to PC for approval tbc</li></ul>
<b>WORK</b>	

<b>Budget Status:</b>	<b>AMBER</b>	<ul style="list-style-type: none"><li>Budget(s) for 2021/22 to be determined</li></ul>
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<b>Resource Status:</b>	<b>AMBER</b>	<ul style="list-style-type: none"><li>Resignation of Secretary to CG and SG</li><li>CG seeking to amalgamate CG and SG at January SG meeting</li><li>CG members continuing to provide interim cover for WG leads</li><li>Potential requirement for further additional volunteer resources in build up to Referendum in 2021</li><li>Further volunteer resources required, e.g. Secretary to SG</li></ul>
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<b>Stages / Phases completed in this reporting period:</b>	<p>No SG meeting during December, i.e. Nothing to Report</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>WG lead (as CG member) continuing to provide interim cover to Comms WG</li></ul> <p>ii). <b>Communication and Engagement</b></p> <ul style="list-style-type: none"><li>Pin Map exercise to show the village community any proposals for (Housing) on hold until further notice, i.e. post 'lockdown'</li><li>Interim cover for WG lead being provided by CG</li></ul> <p>iii). <b>Co-ordination Group (CG)</b></p> <ul style="list-style-type: none"><li>CG meeting of 8<sup>th</sup> December focused on potential next steps re: Draft Plan and potential to amalgamate CG with SG in early 2021.</li><li>CG to maintain support function to SG until any amalgamation agreed, e.g. advising on strategic direction and relevant policies in line with APS feedback as appropriate</li></ul>
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	<p><b>b). Neighbourhood Plan Working Groups</b></p> <p>i). <b>Economy and Infrastructure</b></p> <ul style="list-style-type: none"><li>• Group continuing to update Draft Plan – date of next available draft tbc following APS health check</li></ul> <p>ii). <b>Housing</b></p> <ul style="list-style-type: none"><li>• Group continuing to update Draft Plan – date of next available draft tbc following APS health check</li></ul> <p>iii). <b>Environment (Natural and Built)</b></p> <ul style="list-style-type: none"><li>• Group continuing to update Draft Plan – date of next available draft tbc following APS health check</li></ul> <p>iv). <b>Community, Sports, Leisure and Wellbeing (CSLW)</b></p> <ul style="list-style-type: none"><li>• Group continuing to update Draft Plan – date of next available draft tbc following APS health check</li></ul> <p>v). <b>Avon Planning Services (APS)</b></p> <ul style="list-style-type: none"><li>• APS to ‘health check’ January 2021 draft prior to subsequent formal presentation to PC and RBC – timing tbc</li></ul>
Stages / Phases to be completed in the next reporting period:	<ul style="list-style-type: none"><li>• CG meeting on 12<sup>th</sup> January 2021 via Zoom</li><li>• SG meeting on 26<sup>th</sup> January 2021 via Zoom</li><li>• CG/WG leads to continue updating/drafting of Plan as appropriate</li><li>• Any final work on suite of LGS and Call for Sites Assessments and any additional sites (with support from APS as required)</li><li>• Assessment of any outstanding LGS or sites submitted to Call for Sites to be completed</li></ul> <p><b>Progress against Project Timetable (current version (19 June 2020)):</b> Project Timetable to be further refined to accommodate:</p> <ol style="list-style-type: none"><li>a). Impact of ongoing Covid-19 pandemic, e.g. earliest Referendum date</li><li>b). Changes to CG/SG timeline for updating Plan and subsequent presentation target dates for PC and RBC following APS health check of latest draft of Plan</li><li>c). Impact of outcome of Appeal re: Outline Planning Application R19/1411 (Allotments site and designation of site as Local Green Space (LGS1))</li><li>d). Completion/confirmation of LGS/Call for Sites Assessments</li><li>e). Potential target Referendum date of mid-July 2021 or from September 2021</li></ol>

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Potential issues and suggestions for their resolution or prevention:	<p style="text-align: center;"><b>Contingency – Communicable Disease Control Incident: Covid-19</b></p> <p>In the context of a prolonged or serious communicable disease control incident e.g. large/enduring outbreak or pandemic as per Covid-19, it is likely that there may be significant volunteer resource shortages, which will also be reflected in partner organisations, e.g. RBC. The NDP team is continuing with Business as Usual (BAU) in line with current government guidelines.</p> <ol style="list-style-type: none"><li>1. 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 identify or assume support role(s) on a temporary basis as required, e.g. APS, 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>2. Programme slippage/stall due to external/internal factors such as volunteer resources shortage, additional consultation requirements, unsuccessful funding bids: 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><li>3. 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 and/or CG membership.</li><li>4. Required outcomes of Wolston PC and NDP SG are not aligned, e.g. potential development of any LGS sites included in the draft Plan: 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 and/or CG membership, d). put NDP 'on hold' until alignment achieved, e). abort NDP.</li><li>5. 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>6. 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></ol>
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Explanation of any difference between planned and actual events	Further potential slippage in the Wolston Plan being 'made' due to ongoing impact of Covid-19 pandemic, i.e. delayed Referendum until mid-July 2021 or from September 2021, primarily due to need for consultation to take place outside school holidays. Other factors may also impact, e.g. NDP/PC meetings and exchanges re: LG1 and R19/1411 (proposed development of Allotments) Appeal etc. Timetable will be further refined as new updates received, e.g, APS January health check.
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>• Approved minutes of SG and CG meetings distributed to PC for information ahead of its monthly meetings</li><li>• Log of Correspondence</li><li>• Draft PC minutes shared with NDP SG Chair and PM for information</li></ul>
Additional comments	Highlight Reporting launched from January 2018, i.e. this is 'issue 36'

### 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 the Co-ordination Group
<b>RED</b>	Issues/exceptions that need escalation and resolution above the Co-ordination Group, e.g. Parish Council, Borough Council etc.