

# HIGHLIGHT REPORT

February 2019



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

<b>Reporting Period:</b>	01.02.19	28.02.19
--------------------------	----------	----------

Project Manager's assessment of the overall current status of the Project:	
<b>WORK</b>	<p><b>Status:</b></p> <ul style="list-style-type: none"> <li>• Proposal to progress Call for Sites approved/endorsed by Parish Council (PC)</li> <li>• Call for Sites in place from 21<sup>st</sup> February, closing 22<sup>nd</sup> March</li> <li>• Business Questionnaire issued with completed returns to be submitted by 22<sup>nd</sup> March</li> <li>• 3 x Housing (Site) Assessments progressed by APS (reports to follow)</li> <li>• Character Assessment work under way</li> <li>• Amended date for Pre-submission Draft for Public Consultation to be confirmed following proposed Call for Sites</li> <li>• Potential delay to Wolston NDP being 'made' due to Call for Sites (and need for subsequent public consultation to take place during school term time)</li> </ul>

<b>Budget Status:</b>	<b>AMBER</b>	<ol style="list-style-type: none"> <li>1. Anticipated spend in line with approved budgets</li> <li>2. PC approval to fund Call for Sites advert confirmed</li> </ol>
-----------------------	--------------	--

<b>Resource Status:</b>	<b>AMBER</b>	Ongoing requirement for additional volunteer resources
<b>Stages / Phases completed in this reporting period:</b>	<p>Steering Group (SG) meetings on 12<sup>th</sup> and 26<sup>th</sup> February due to crossover to new meeting timetable. Group Chairman has attended recent 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, which has informed ongoing SG discussions.</p> <p>SG meetings have focused primarily on WG headlines and ongoing allotments proposals.</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 to progress end of year budget report – meeting with relevant WG leads and Project Manager (PM) may be required</li> <li>• Any additional Housing (Site) Assessments due to Call for Sites to be funded via current budget/grant funding</li> <li>• PC approval secured to fund Call for Sites advert</li> </ul> <p><b>ii). Communication and Engagement.</b></p> <ul style="list-style-type: none"> <li>• Dates of public meeting(s) to show the village community any proposals for (Housing) Site Allocations to be scheduled following outcome of Call for Sites.</li> <li>• WG have produced a plan with list of actions required and by whom, in preparation for the upcoming public meeting(s).</li> </ul>	

# HIGHLIGHT REPORT

February 2019



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

### iii). Co-ordination Group (CG)

- CG meeting on 19<sup>th</sup> February to consider a number of ongoing key initiatives, e.g.:
  1. Call for Sites
  2. Maximising 2018/19 spend
  3. Local Green Space and Housing (Site) Assessments
  4. Public Consultation events
- CG maintaining support function to SG, e.g. advising on strategic direction and relevant policies as appropriate

Please note change to monthly meeting timetable to ensure timely SG and PC approvals as required, i.e. CG, SG, PC

### b). Neighbourhood Plan Working Groups

#### i). Economy and Infrastructure

- Business questionnaire issued by SDC for distribution and subsequent completion by 22<sup>nd</sup> March - SG members have assisted with distribution
- 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

#### ii). Housing

- 3 x Housing (Site) Assessments undertaken by APS on 20<sup>th</sup> February- reports to follow
- Dates for any additional Assessments to be confirmed following outcome of Call for Sites
- 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

#### iii). Environment (Natural and Built)

- Character Assessment work under way
- Work on 5 x Local Green Space (LGS) Assessments to be finalised with support from APS
- Working schedule in place for this WG, Housing and Economy/Infrastructure as per previous HR

#### iv). Community, Sports and Leisure

- PM to support WG lead as required with development of policies - group to add provisional wording to the draft Plan in due course

# HIGHLIGHT REPORT

## February 2019



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

<p>Stages / Phases to be completed in the next reporting period:</p>	<ul style="list-style-type: none"> <li>• SG meeting on 26<sup>th</sup> March 2019 in line with updated meeting timetable</li> <li>• CG meeting on 19<sup>th</sup> March 2019 in line with updated meeting timetable</li> <li>• Further progress on Character Assessment work</li> <li>• Call for Sites 'potentials' to be submitted by 22<sup>nd</sup> March</li> <li>• Completed Business Questionnaires to be submitted by 22<sup>nd</sup> March</li> <li>• Potential for additional Housing (Site) Assessments generated by Call for Sites (likely to be April)</li> <li>• Further progress by WGs re: drafting of Wolston Neighbourhood Plan</li> </ul> <p><b>Progress against Project Plan Update:</b></p> <ul style="list-style-type: none"> <li>• 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)</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>	<p>Required outcomes of Wolston PC and NDP SG are not aligned, e.g. potential development of northern Allotments:  <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> <p>Maintaining Working Group Resources/Membership:  <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). 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>Maintaining Steering Group Resources/Membership:  <b>Action:</b> 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>

# HIGHLIGHT REPORT

## February 2019



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

	<p>Programme slippage/stall due to external/internal factors such as unsuccessful funding bid, delayed approval for Grant spend:  <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). 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. This will be further refined once Call for Sites work is completed (estimated 30 <sup>th</sup> 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"> <li>• Updated Project Timetable</li> <li>• Minutes of SG and Working Group reports to be distributed to PCllrs ahead of monthly PC meetings</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 14'

**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.