

HIGHLIGHT REPORT

January 2019



Project:	Wolston Neighbourhood Development Plan (NDP)		
Author:	Tim Willis	Date:	1 February 2019

Reporting Period:	01.01.19	31.01.19
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Project Manager's assessment of the overall current status of the Project:	
Status:	<ul style="list-style-type: none"> • Proposal to progress Call for Sites subject to Parish Council approval • Detailed work on Site Assessments continues • Drafting of Neighbourhood Development Plan ('Plan') continues • Date for Pre-submission Draft for Public Consultation to be confirmed following proposed Call for Sites
WORK	

Budget Status:	AMBER	<ol style="list-style-type: none"> 1. Anticipated spend in line with approved budgets 2. Funding request to PC for Call for Sites advert
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Resource Status:	AMBER	Number of Working Groups reporting an increase in volunteer resources
Stages / Phases completed in this reporting period:	<p>No Steering Group (SG) meeting during January due to restructure of meeting schedule</p> <p>Working Group (WG) headlines:</p> <p>a). Support ("backroom") Groups</p> <p>i). Finance</p> <ul style="list-style-type: none"> • WG lead reports that Project on course for full 2018/19 Budget spend • Any additional site assessments due to Call for Sites to be funded via current budget/grant funding • Funding request submitted to PC for advertising proposed Call for Sites <p>ii). Communication and Engagement.</p> <ul style="list-style-type: none"> • Dates of Public Meetings to show the Village Community proposals on Site Allocations to be confirmed following outcome of proposed Call for Sites. <p>iii). Co-ordination Group (CG)</p> <ul style="list-style-type: none"> • Two CG meetings during January to consider a number of key initiatives: <ol style="list-style-type: none"> 1. Call for Sites 2. Maximising 2018/19 spend 3. Local Green Space and (Housing (Site) Assessments • CG maintaining support function to SG, e.g. advising on strategic direction and relevant policies as appropriate • Proposed change to monthly meeting schedule to ensure timely SG and PC approvals, i.e. CG, SG, PC rather than current pattern of SG, CG, PC 	

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	<p>b). Neighbourhood Plan Working Groups</p> <p>i). Economy and Infrastructure</p> <ul style="list-style-type: none">• First draft of Business questionnaire due back from SDC by 6th February for distribution and sign off by SG at 12th February meeting. SG members will be invited to help with distribution.• 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, Housing and Environment <p>ii). Housing</p> <ul style="list-style-type: none">• Housing (Site) Assessments to be commissioned from APS – subject to approval to progress Call for Sites• Dates for Assessments to be confirmed following outcome of any proposed 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 <p>iii). Environment (Natural and Built)</p> <ul style="list-style-type: none">• Work on 5 x Local Green Space (LGS) Assessments being finalised with support from APS• Working schedule in place for this WG, Housing and Economy/Infrastructure• Character Assessment* Team identified <i>* provides an evidence base for local development frameworks and plans, and looks at what is believed to be distinctive and special about landscapes in the Parish of Wolston.</i> <p>iv). Community, Sports and Leisure</p> <ul style="list-style-type: none">• PM to support WG lead as required with development of policies - group to add provisional wording to the draft Plan
Stages / Phases to be completed in the next reporting period:	<ul style="list-style-type: none">• SG meetings on 12th and 26th February 2019 in line with proposed meeting structure• Further progress by WGs re: drafting of Wolston Neighbourhood Plan• Character Assessment• Progress Call for Sites (subject to PC approval)• Housing (Site) Assessments – APS have advised this work will be progressed in early 2019 (dates tbc) <p>Progress against Project Plan Update:</p> <ul style="list-style-type: none">• Potential delay to overall Plan being ‘made’ due to proposed Call for Sites• Policies and Explanations and research for Plan continue to be progressed by WGs in conjunction with APS as appropriate

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<p>Potential issues and suggestions for their resolution or prevention:</p>	<p>Required outcomes of Wolston PC and NDP SG are not aligned: 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.</p> <p>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.</p> <p>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.</p> <p>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.</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>
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<p>Explanation of any difference between planned and actual events</p>	<p>PM has identified a potential delay in the Wolston Plan being 'made' due to proposed Call for Sites. This will be refined once outcome of proposal to PC is confirmed.</p>
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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">• Minutes of SG and Working Group reports to be distributed to PCllrs ahead of monthly PC meetings• Updated Project Timetable to be circulated to PC and SG if PC endorse proposed Call for Sites• Draft PC minutes to be shared with NDP SG Chair and PM for information• Call for Sites Briefing Note distributed to PC
	Highlight Reporting launched from January 2018, i.e. this is 'issue 13'

Key to Status:

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