

# HIGHLIGHT REPORT

## July 2019



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| <b>Project:</b> | <b>Wolston Neighbourhood Development Plan (NDP)</b> |              |                     |
| <b>Author:</b>  | <b>Tim Willis</b>                                   | <b>Date:</b> | <b>28 July 2019</b> |

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| <b>Reporting Period:</b> | 01.07.19 | 28.07.19 |
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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>3 x consultation events re: Local Green Space (LGS) sites completed during July</li> <li>96.5% of consultation respondents support LGS designation of all 5 sites</li> <li>CG members continuing to providing interim cover for 3 x Working Group (WG) leads</li> <li>Potential delay to Wolston NDP being 'made' due to impact of recent WG lead resignations</li> </ul> |
| <b>WORK</b>  |  |

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| <b>Budget Status:</b> | <b>AMBER</b> | <ul style="list-style-type: none"> <li>Limited spend during last month due to Consultation events – this will be reported in August Highlight Report</li> <li>2019/20 Grant application work remains ongoing and will be submitted in due course</li> </ul> |
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| <b>Resource Status:</b> | <b>AMBER</b> | <ul style="list-style-type: none"> <li>Excellent volunteer cover at 3 x Consultation events</li> <li>New Steering Group (SG) member (Debbie Pritchard) appointed at 23<sup>rd</sup> July meeting</li> <li>CG members providing interim cover for 3 x WG leads</li> <li>Ongoing requirement for further additional volunteer resources</li> </ul> |
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| <b>Stages / Phases completed in this reporting period:</b> | <p>SG meeting on 23<sup>rd</sup> July focused on next steps following LGS consultation and appointment of new SG member:</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 (as CG member) continuing to providing interim cover to 2 x WGs</li> </ul> <p><b>ii). Communication and Engagement</b></p> <ul style="list-style-type: none"> <li>Consultation events re: LGS sites in July progressed as follows:                     <ol style="list-style-type: none"> <li>Garden Walkabout – 7<sup>th</sup> July</li> <li>Wolston Village Hall – 19<sup>th</sup>/20<sup>th</sup> July</li> </ol> </li> <li>231 residents completed consultation cards</li> <li>96.5% consultation response support LGS designation for all 5 sites</li> <li>65% of respondents aged 50+</li> <li>Resident comments available at Appendix A (see page 4 of this Report)</li> <li>Pin Map exercise to show the village community any proposals for (Housing) on hold until further notice</li> <li>Interim cover for WG lead being provided by CG</li> <li>Log of correspondence in place from May 2019</li> </ul> |
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|   | <p>iii). <b>Co-ordination Group (CG)</b></p> <ul style="list-style-type: none"><li>CG meeting of 9<sup>th</sup> July focused on feedback from Garden Walkabout LGS Consultation and on plans and arrangements for upcoming consultation events later in the month. Other topics included:<ol style="list-style-type: none"><li>1. New website (now available for public view).</li><li>2. Analysis of consultation data.</li><li>3. Further potential LGS sites and budget for assessment.</li><li>4. Ongoing progress with draft of Plan.</li></ol></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>Work on development of policies temporarily on hold following WG lead resignation - group to add provisional wording to the draft Plan in due course</li></ul> <p>ii). <b>Housing</b></p> <ul style="list-style-type: none"><li>WG lead continuing to work on Housing policies x 3, i.e. local needs, design, and local sustainability</li><li>Dates for final Site Assessments following Call for Sites still to be confirmed</li><li>As per previous HRs - work on development of policies ongoing - group to add provisional wording to the draft Plan</li></ul> <p>iii). <b>Environment (Natural and Built)</b></p> <ul style="list-style-type: none"><li>As per previous HRs - work on development of policies ongoing - group to add provisional wording to the draft Plan</li><li>Character Assessment work continues</li></ul> <p>iv). <b>Community, Sports and Leisure</b></p> <ul style="list-style-type: none"><li>Interim cover being provided by CG following resignation of WG lead</li></ul> |
| Stages / Phases to be completed in the next reporting period: | <ul style="list-style-type: none"><li>Consultation report to be completed for to presentation to SG and PC</li><li>Final work on 5 x LGS Assessments and any additional sites following consultation events (with support from APS tbc)</li><li>SG Chairman to attend any further 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</li><li>SG meeting on 23<sup>rd</sup> August 2019</li><li>CG meeting on 13<sup>th</sup> August 2019</li><li>Assessment of sites submitted to Call for Sites to be progressed</li><li>Further progress on Character Assessment work</li><li>Next steps re: Tree Charter</li><li>Project Timetable to be updated as/when appropriate</li><li>Further progress by WGs re: drafting of Wolston Neighbourhood Plan</li></ul>  |

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|   | <p><b>Progress against Project Plan (April update):</b></p> <ul style="list-style-type: none"> <li>• Project Plan will be further refined following:             <ol style="list-style-type: none"> <li>a). Call for Sites work is completed</li> <li>b). Cover arrangements for each WG lead are confirmed</li> </ol> </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> | <ol style="list-style-type: none"> <li>1. Required outcomes of Wolston PC and NDP SG are not aligned, e.g. potential development of northern Allotments:<br/>             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.</li> <li>2. Maintaining Working Group Resources/Membership:<br/>             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.</li> <li>3. Finance, e.g. approval for spend of Grant funding not forthcoming:<br/>             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>4. Maintaining Steering Group Resources/Membership:<br/>             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> <li>5. Programme slippage/stall due to external/internal factors such as unsuccessful funding bid, delayed approval for Grant spend:<br/>             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> </ol> |

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|   | <p>6. Conflict of interests, e.g. NDP used to drive personal agenda:<br/> <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 and resignations of WG leads. Timetable will be further refined once Call for Sites work is completed and cover arrangements for each WG lead are confirmed.   |
| 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>Appendix A – comments from LGS Consultation events</li> </ul>  <p>Jul19 HR - Appendix A - comments from L</p> <ul style="list-style-type: none"> <li>LGS Consultation Report (to follow during August)</li> <li>Minutes of SG and CG reports to be distributed to PCllrs ahead of monthly PC meetings</li> <li>Log of Correspondence</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 19'   |

**Key to Status:**

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| <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. |