

HIGHLIGHT REPORT

July 2018



Project:	Wolston Neighbourhood Development Plan (NDP)		
Author:	Tim Willis	Date:	30 July 2018

Reporting Period:	01.07.18	30.07.18
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Project Manager's assessment of the overall current status of the Project:	
Status:	<ul style="list-style-type: none"> Drafting of Neighbourhood Development Plan ('Plan') continues Spending remains on hold until 2018/19 Grant funding confirmed Grant application for 2018/19 close to completion APS provided with names of 5 areas proposed as Local Green Spaces
WORK	

Budget Status:	AMBER	<ul style="list-style-type: none"> Grant application to locality.org.uk for 2018/19 being finalised Submission of Grant application delayed in order to confirm 'actual' 2018/19 spend items, e.g. business questionnaire costs, APS costs for current financial year in line with works being commissioned <p>NB. Please note that any spend remains 'on hold' until outcome of above application confirmed</p>
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Resource Status:	AMBER	<ol style="list-style-type: none"> NDP CG Chairman still indisposed – Project Manager (PM) has assumed role of Acting Chair until further notice in order to maintain momentum. Re-design of Steering Group (SG) and Co-ordination Groups (CG) being progressed with final draft of Terms of Reference to be presented to August Steering Group for approval. All CG members tasked with recruitment of new SG members in order to widen number of local residents with voting rights re: Plan decision-making (current target 8 -12+).
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Stages / Phases completed in this reporting period:	<p>Co-ordination Group (CG) meeting on 24th July 2018 Steering Group (SG) meeting on 17th July 2018</p> <p>Working Group (WG) headlines:</p> <p>a). Support Function Groups</p> <p>i). Finance</p> <ul style="list-style-type: none"> Spending requests remain on hold for 2018/19 until Grant/Technical Support funding received. Work on Grant application for 2018/19 close to completion, which will see submission made to locality.org.uk <p>ii). Communication and Engagement.</p> <ul style="list-style-type: none"> Comms WG to confirm attendee(s) on RBC NDP Forum WG members attending local events, e.g. Allotments BBQ, in order to generate further interest in the Plan
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	<p>b). Neighbourhood Plan Working Groups</p> <p>i). Economy and Infrastructure</p> <ul style="list-style-type: none">• Handover from previous group format remains ongoing.• Employment/business questionnaire to be progressed once confirmation of Grant and/or Technical Support funding received. <p>ii). Housing</p> <ul style="list-style-type: none">• Group continues to work on policies - on target for first drafts to be in place by 6th August, which will be indicative of final intentions. <p>iii). Environment (Natural and Built)</p> <ul style="list-style-type: none">• First draft of Policies for the Plan now complete.• WG has issued an email to the NDP Mailing List, asking for comments on the 5 areas proposed as Local Green Spaces (<i>see below</i>) – feedback to be shared with APS following confirmation that Grant/Technical Support funding is in place. <p>a). <i>The Allotments (North)</i> b). <i>The Grove</i> c). <i>The Spinney</i> d). <i>The Plantation</i> e). <i>Church Field</i></p> <p>iv). Community, Sports and Leisure</p> <ul style="list-style-type: none">• Nothing To Report (NTR) <p>NB. WGs have considered – and produced - a list of 56 sites around the village, which has been reduced to 15 sites for potential Site Assessment. APS have been provided with full list of sites as challenges are expected to some proposals. For avoidance of doubt, all/any proposals for sites must be in line with the Rugby Local Plan.</p>
<p>Stages / Phases to be completed in the next reporting period:</p>	<ul style="list-style-type: none">• CG meeting currently scheduled for 28th Aug.18• SG meeting on 14th Aug.18• Grant application for 2018/19 to be finalised and submitted• Further progress re: drafting of Wolston Neighbourhood Plan• Re-structure of CG and SG to be finalised following approval of updated Terms of Reference (scheduled for SG on 14th Aug.18)• CG to commission Site Assessments via locality.org.uk and/or APS once Grant funding confirmed• Attendance/input to RBC NDP Forum (tbc)• See Project Timetable for stages/phases to be completed beyond next reporting period

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	<p>Progress against Project Plan Update:</p> <ul style="list-style-type: none"> • No Further Action (NFA) to the overall progress on the Project Plan until Grant/Technical Support funding confirmed. • Policies and Explanations and research for Plan will continue to be progressed by WGs in conjunction with APS as appropriate. • Current Grant application being constructed in order to ensure the funding of the intensive work on the Plan over the next 6-12 months. • Project Plan to be updated once funding streams confirmed.
<p>Potential issues and suggestions for their resolution or prevention:</p>	<p>Finance, e.g. Grant application rejected or only part funded: Action: a). CG/SG and/or PC confirm if funding is 'essential' or 'desirable'. b). CG/SG and/or PC to seek alternative external funding streams, e.g. amended submission, Rugby Borough Council (RBC) grant funding, c). CG/SG to submit funding bid to PC. d). PC to put NDP 'on hold' until future funding confirmed, e) abort NDP.</p> <p>Maintaining Working Group Resources: 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). in the event sufficient resources are not in place, CG/SG and/or PC to put NDP 'on hold' until additional resources confirmed, e) abort NDP.</p> <p>Maintaining Co-ordination and Steering Group Resources: Action: a). Chair of CG/SG to re-allocate tasks as appropriate, b). PM to assume role(s) on a temporary basis, inc. Acting Chair of either Group, c). CG/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, CG/SG and/or PC to put NDP 'on hold' until additional resources confirmed, e) abort NDP.</p> <p>Programme slippage/stall due to external factors such as delayed grant submissions: Action: a). PM to alert CG/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 CG/SG meeting, b). report outcome of meeting to PC, c). CG/SG/PC to maintain watching brief, d). PC to assume management of NDP CG/SG and/or request change to CG/SG membership.</p> <p>Required outcomes of Wolston PC and NDP groups (CG and/or 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 CG/SG to be diarised if/when appropriate, c). PC to assume management of NDP CG/SG and/or request change to CG/SG membership, d). put NDP 'on hold' until alignment achieved, e) abort NDP.</p>

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Explanation of any difference between planned and actual events	Timing of 2018/19 Grant application submission may generate potential delay against overall project outcome, i.e. NDP being 'made', as no further spend will be approved by CG until Grant funding/Technical Support funding is received. This will be confirmed once funding is in place.
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 CG and SG and Working Group reports to be distributed to PCllrs ahead of monthly PC meetings • Updated Project Timetable to be circulated as appropriate • Draft PC minutes to be shared with NDP CG Chair and/or Acting Chair for information
Additional comments	Highlight Reporting launched from January 2018, i.e. this is 'issue 7'

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.