

# HIGHLIGHT REPORT

June 2019



<b>Project:</b>	<b>Wolston Neighbourhood Development Plan (NDP)</b>		
<b>Author:</b>	<b>Tim Willis</b>	<b>Date:</b>	<b>30 June 2019</b>

<b>Reporting Period:</b>	01.06.19	30.06.19
--------------------------	----------	----------

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 with focus on Local Green Space (LGS) sites confirmed for July</li> <li>CG members 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>	

<b>Budget Status:</b>	<b>AMBER</b>	<ul style="list-style-type: none"> <li>Nil spend during last month</li> <li>2019/20 Grant application work ongoing</li> </ul>
-----------------------	--------------	---

<b>Resource Status:</b>	<b>AMBER</b>	<ul style="list-style-type: none"> <li>Urgent requirement for additional volunteer resources</li> <li>CG members providing interim cover following resignation of Economy and Infrastructure WG lead</li> <li>CG members providing interim cover following resignation of Communication and Engagement WG lead*</li> <li>CG members providing interim cover following resignation of Community, Sports and Leisure (CSL) WG lead*</li> </ul> <p><i>*please note that this was one volunteer covering both posts</i></p>
-------------------------	--------------	---

<b>Stages / Phases completed in this reporting period:</b>	<p>Steering Group (SG) meeting on 25<sup>th</sup> June focused on plans and arrangements for upcoming consultation events in July.</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) providing interim cover to 2 x WGs following resignation of Communications and Engagement/CSL WG lead</li> </ul> <p>ii). <b>Communication and Engagement.</b></p> <ul style="list-style-type: none"> <li>Interim cover for WG lead being provided by CG</li> <li>Consultation events re: LGS sites in July confirmed 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>Pin Map exercise to show the village community any proposals for (Housing) on hold until further notice</li> <li>Extra WG meeting on 2<sup>nd</sup> July to brief volunteer staff providing cover at upcoming consultation events.</li> <li>Log of correspondence in place from May 2019</li> </ul> <p>iii). <b>Co-ordination Group (CG)</b></p> <ul style="list-style-type: none"> <li>CG meeting of 13<sup>th</sup> June focused primarily on plans and arrangements for upcoming consultation events in July. Other topics included:                     <ol style="list-style-type: none"> <li>Interim cover arrangements following recent WG lead resignations.</li> </ol> </li> </ul>
--	---

# HIGHLIGHT REPORT

June 2019



<b>Project:</b>	<b>Wolston Neighbourhood Development Plan (NDP)</b>		
<b>Author:</b>	<b>Tim Willis</b>	<b>Date:</b>	<b>30 June 2019</b>

	<p>2. Ongoing progress with draft of Plan.</p> <ul style="list-style-type: none"><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><b>i). Economy and Infrastructure</b></p> <ul style="list-style-type: none"><li>WG lead has resigned due to move out of the village</li><li>As per previous HRs - work on development of policies ongoing - group to add provisional wording to the draft Plan in due course</li></ul> <p><b>ii). Housing</b></p> <ul style="list-style-type: none"><li>WG lead working 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><b>iii). Environment (Natural and Built)</b></p> <ul style="list-style-type: none"><li>WG lead providing interim cover to Communication and Engagement WG following resignation of WG lead</li><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><b>iv). 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>
--	---

<b>Stages / Phases to be completed in the next reporting period:</b>	<ul style="list-style-type: none"><li>Consultation events re: LGS sites in July confirmed as follows:<ul style="list-style-type: none"><li>a). Garden Walkabout – 7<sup>th</sup> July</li><li>b). Wolston Village Hall – 19<sup>th</sup> p.m.</li><li>c). Wolston Village Hall – 20<sup>th</sup> a.m.</li></ul></li><li>Consultation responses to be analysed prior to presentation to PC</li><li>Additional briefing meeting to be held on 2nd July for volunteer staff providing cover at consultation events.</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> July 2019</li><li>CG meeting on 9<sup>th</sup> July 2019</li><li>Assessment of sites submitted to Call for Sites to be completed</li><li>Further progress on Character Assessment work</li><li>Next steps re: Tree Charter</li><li>Final work on 5 x LGS Assessments following consultation events (with support from APS tbc)</li></ul>
--	---

# HIGHLIGHT REPORT

June 2019



<b>Project:</b>	<b>Wolston Neighbourhood Development Plan (NDP)</b>		
<b>Author:</b>	<b>Tim Willis</b>	<b>Date:</b>	<b>30 June 2019</b>

	<ul style="list-style-type: none"> <li>• Project Timetable to be updated as/when appropriate</li> <li>• Further progress by WGs re: drafting of Wolston Neighbourhood Plan</li> </ul> <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). Consultation events and analysis of results has taken place</li> <li>b). Call for Sites work is completed</li> <li>c). 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. 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.</li> <li>2. Required outcomes of Wolston PC and NDP SG are not aligned, e.g. potential development of northern Allotments:              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>3. 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>4. 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> <li>5. 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.</li> </ol>
---	---

# HIGHLIGHT REPORT

June 2019



<b>Project:</b>	<b>Wolston Neighbourhood Development Plan (NDP)</b>		
<b>Author:</b>	<b>Tim Willis</b>	<b>Date:</b>	<b>30 June 2019</b>

	<p>6. 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 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>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 18'

**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.