

# HIGHLIGHT REPORT

June 2018



<b>Project:</b>	<b>Wolston Neighbourhood Development Plan (NDP)</b>		
<b>Author:</b>	<b>Tim Willis</b>	<b>Date:</b>	<b>1 July 2018</b>

<b>Reporting Period:</b>	01.06.18	30.06.18
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<b>Project Manager's assessment of the overall current status of the Project:</b>	
<b>Status:</b>	<ul style="list-style-type: none"> <li>• Drafting of Neighbourhood Development Plan ('Plan') under way</li> <li>• Increase to volunteer resources for 2 x Working Groups</li> <li>• Spending remains on hold until 2018/19 Grant funding confirmed</li> <li>• Final list of 15 sites under consideration for Site Assessment shared with APS Consultants</li> <li>• Working Groups (WGs) re-aligned as per previous Highlight Report</li> <li>• Re-design of Steering Group (SG) and Co-ordination Groups (CG) under way – Terms of Reference under review in order to align any changes</li> <li>• Wolston representation on Rugby Borough Council (RBC) NDP Forum confirmed</li> </ul>
<b>WORK</b>	

<b>Budget Status:</b>	<b>AMBER</b>	<ul style="list-style-type: none"> <li>• Grant application to locality.org.uk for 2018/19 continuing to be developed</li> <li>• Submission of Grant application delayed to July 2018 in order to confirm 'actual' 2018/19 spend items, e.g. business questionnaire costs</li> <li>• Any spend remains 'on hold' until outcome of above application confirmed</li> </ul>
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<b>Resource Status:</b>	<b>AMBER</b>	<ol style="list-style-type: none"> <li>1. Two Working Groups (Community, Sports and Leisure/Housing) have added to their volunteer resources. Other WGs continue to have limited resources, particularly Environments x 2 and Economy and Infrastructure, Employment and Economy.</li> <li>2. NDP Chairman still indisposed – Project Manager (PM) has assumed role of Acting Chair until further notice in order to maintain momentum.</li> <li>3. WGs re-aligned as follows as per previous Highlight Report: <ul style="list-style-type: none"> <li>• Economy and Infrastructure (Lead – Dave Smith)</li> <li>• Housing (Lead – Bob Grainger)</li> <li>• The Natural Environment (Lead – Clare Malyon)</li> <li>• The Built Environment (Lead – Clare Malyon)</li> <li>• Community, Sports and Leisure (Lead(s) – Jessica Ramsay/Tracie Ball)</li> </ul> </li> <li>4. RBC has invited representation from Wolston NDP team on Borough-wide Forum – Comms WG team to confirm attendee(s).</li> </ol>
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Stages / Phases completed in this reporting period:	<p>Co-ordination Group (CG) meetings on 26<sup>th</sup> June 2018 Steering Group (SG) meeting on 12<sup>th</sup> June 2018</p> <p><b>Working Group (WG) headlines:</b></p> <p><b>a). Support Function Groups</b></p> <p><b>i). Finance</b></p> <ul style="list-style-type: none"><li>• Spending requests on hold for 2018/19 until Grant/Technical Support funding received.</li><li>• Work on Grant application for 2018/19 in conjunction with APS Consultants remains ongoing.</li></ul> <p><b>ii). Communication</b></p> <ul style="list-style-type: none"><li>• Public consultation – Site allocation: Once confirmed list of sites from APS is received, it will be circulated widely. This will lead to a pin map exercise asking residents to highlight possible areas for development and ‘no go’ areas. The consultation dates are TBC - two dates are likely to go ahead, to catch all the community, one at the village hall and the other, possibly at the community centre.</li><li>• Transport Survey: Online Survey Monkey survey still ‘live’ and ongoing.</li><li>• Mood card point at the Village Hall: new submissions continue to be received and will be discussed at public meetings as appropriate.</li><li>• Comms WG to confirm attendee(s) on RBC NDP Forum</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>• Handover from previous group format ongoing, i.e. Employment/Economy WG information/resources being transferred to new WG</li><li>• Employment/business questionnaire to be progressed once confirmation of grant (or technical funding) received</li></ul> <p><b>ii). Housing</b></p> <ul style="list-style-type: none"><li>• New volunteer has joined the Housing WG;</li><li>• All members of the WG reviewing the Housing Policies in the RBC draft Local Plan and identifying any other aspects related to housing in Wolston that may require a policy</li><li>• WG looking at the new draft NPPF to identify whether this may change policy ideas, as new NPPF will probably be law prior to completion of the Wolston Plan</li><li>• 6<sup>th</sup> August agreed as initial target date for completion of policy development work</li></ul>
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	<p>iii). <b>Environment (Natural and Built)</b></p> <ul style="list-style-type: none"> <li>• First draft Policies for the Plan now complete – to be shared with APS following confirmation of Grant funding in prior to consultation with Rugby Borough Council (RBC)</li> </ul> <p>iv). <b>Community, Sports and Leisure</b></p> <ul style="list-style-type: none"> <li>• Relevant policies from other ‘made’ Plans circulated to the new WG in order to kick-start consideration of what should be included in Wolston Plan</li> <li>• New volunteer has (re)joined the WG</li> </ul> <p><b>NB.</b> 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>
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<p>Stages / Phases to be completed in the next reporting period Jun.18:</p>	<ul style="list-style-type: none"> <li>• CG meeting currently scheduled for 24<sup>th</sup> Jul. 18</li> <li>• SG meeting on 17<sup>th</sup> Jul.18</li> <li>• Progress on drafting of Wolston Neighbourhood Plan to continue</li> <li>• Re-structure of CG and SG to be progressed in order to improve transparent decision-making as Plan progresses</li> <li>• Analysis of questionnaires and WG reports being used to shape next phases of work, i.e. drafting of the Plan and Policies</li> <li>• Grant application for 2018/19 to be finalised and submitted</li> <li>• CG to commission Site Assessments via locality.org.uk and/or APS</li> <li>• Attendance/input to RBC NDP Forum (tbc)</li> <li>• See Project Timetable for stages/phases to be completed beyond next reporting period</li> </ul> <p><b>Progress against Project Plan Update:</b></p> <ul style="list-style-type: none"> <li>• Short delay to the overall progress on the Project Plan until Grant funding confirmed</li> <li>• Policies will continue to be drafted by WGs in conjunction with APS following issue of the final report on the Wolston survey.</li> <li>• Current Grant application being constructed in order to ensure the funding of the intensive work on the plan over the next 6-12 months.</li> </ul>
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<p>Potential issues and suggestions for their resolution or prevention:</p>	<p>Finance, e.g. Grant application rejected or only part funded:  <b>Action:</b> a). CG and/or PC confirm if funding is ‘essential’ or ‘desirable’. b). CG and/or PC to seek alternative external funding streams, e.g. amended submission, Rugby Borough Council (RBC) grant funding, c). CG 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:  <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). in the event sufficient resources are not in place, CG and/or PC to put NDP ‘on hold’ until additional resources confirmed, e) abort NDP.</p>
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	<p>Maintaining Co-ordination Group Resources:  Action: a). Chair of CG to re-allocate tasks as appropriate, b). PM to assume role(s) on a temporary basis, inc. Acting Chair, c). CG 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 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 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 meeting, b). report outcome of meeting to PC, c). CG/PC to maintain watching brief, d). PC to assume management of NDP CG and/or request change to CG 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 to be diarised if/when appropriate, c). PC to assume management of NDP CG and/or request change to CG membership, d). put NDP 'on hold' until alignment achieved, e) abort NDP.</p>
Explanation of any difference between planned and actual events	Timing of 2018/19 Grant application submission may generate potential short delay against overall project outcome, i.e. NDP being 'made', as spend will not be approved by CG until any Grant funding/Technical Support funding is received.
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

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Note of any other document(s) with the report	<ul style="list-style-type: none"><li>• Minutes of CG and SG and Working Group reports to be distributed to PCllrs ahead of monthly PC meetings</li><li>• Updated Project Timetable to be circulated as appropriate</li><li>• Draft PC minutes to be shared with NDP Chair and/or Acting Chair for information</li></ul>
Additional comments	Highlight Reporting launched from January 2018, i.e. this is 'issue 6'

## 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 the Co-ordination Group
<b>RED</b>	Issues/exceptions that need escalation and resolution above the Co-ordination Group, e.g. Parish Council, Borough Council etc.