

HIGHLIGHT REPORT

March 2020



Project:	Wolston Neighbourhood Development Plan (NDP)		
Author:	Tim Willis	Date:	31.03.20

Reporting Period:	01.03.20	31.03.20
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Project Manager's assessment of the overall current status of the Project:

Status:	<ul style="list-style-type: none">Impact of Covid-19 crisis to be determinedCG to move meetings to Zoom in line with government guidelines re: public gatheringsAvon Planning Service (APS) review of Plan receivedWork on development of policies, evidence and explanations continuingFormal presentation of Draft Plan to Wolston Parish Council dependent tbc
WORK	

Budget Status:	AMBER	<ul style="list-style-type: none">Outstanding 2019/20 expenditure tbcAdditional review work by APS included within current budget
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Resource Status:	AMBER	<ul style="list-style-type: none">CG members continuing to provide interim cover for WG leadsOngoing requirement for further additional volunteer resourcesWG Housing lead return
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Stages / Phases completed in this reporting period:	<p>SG meeting of 24th March 2020 cancelled in line with government guidelines due to ongoing impact of Covid-19.</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 (as CG member) continuing to provide interim cover to Comms WG£2000 budget for 2020/21 from Wolston Parish Council (PC) confirmed <p>ii). Communication and Engagement</p> <ul style="list-style-type: none">Pin Map exercise to show the village community any proposals for (Housing) on hold until further noticeInterim cover for WG lead being provided by CGLog of correspondence in placeAnalysis of results of 9th November Consultation event to follow <p>iii). Co-ordination Group (CG)</p> <ul style="list-style-type: none">CG meeting of 10th March focused on request for further input from APS re: housing policies and 'health check' review of Plan (received 19 March)CG maintaining support function to SG, e.g. advising on strategic direction and relevant policies in line with APS feedback as appropriate
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b). Neighbourhood Plan Working Groups

i). Economy and Infrastructure

- Draft Plan to be updated in line with APS review (received 19 March)
- As per previous HRs - work on development of policies progressing in line with updated Project Timetable
- CG to add any additional information and explanations to the draft Plan in due course in line with any APS feedback

ii). Housing

- Draft Plan to be updated in line with APS review (received 19 March)
- Additional work on Housing policies and explanations progressed by APS
- Final Site Assessments following Call for Sites completed (tbc)
- WG to add any additional wording, evidence and explanations to the draft Plan in due course in line with any APS feedback

iii). Environment (Natural and Built)

- Draft Plan to be updated in line with APS review (received 19 March)
- As per previous HRs - work on development of policies continuing to progress
- Character Assessment work to be scaled back in line with APS steer
- WG to add any additional wording, evidence and explanations to the draft Plan in due course in line with APS feedback

iv). Community, Sports and Leisure

- Draft Plan to be updated in line with APS review (received 19 March)
- As per previous HRs - work on development of policies ongoing
- WG to add any additional wording, evidence and explanations to the draft Plan in due course in line with APS feedback

v). Avon Planning Services (APS) – feedback on Draft Plan

- APS have conducted review of current draft of Plan prior to additional input from WG leads and subsequent presentation to PC and RBC – timing tbc

Stages / Phases to be completed in the next reporting period:

- CG meeting on 7th April 2020 via Zoom
- SG meeting on 28th April 2020 via Zoom (tbc)
- CG members to update Plan following receipt of APS review of draft Plan
- Further progress by WGs and APS re: drafting of Plan in preparation for presentation to RBC and Wolston PC at earliest opportunity (target date tbc by PM/CG)
- Final work on suite of LGS and Call for Sites Assessments and any additional sites following 9th November Consultation event (with support from APS tbc)
- Assessment of any outstanding LGS or sites submitted to Call for Sites to be completed
- Project Timetable to be updated in line APS feedback on draft plan

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Progress against Project Timetable (current version (22 September 2019 update)):

- Project Timetable to be further refined following:
 - a). Impact of Covid-19 crisis
 - b). Recent feedback received from APS re: current version of the draft Plan and any required updates/re-writes
 - c). Impact of Outline Planning Application submitted for LGS1 site, e.g. determination
 - d). Analysis of results following 9th November Consultation event
 - e). Completion of LGS/Call for Sites Assessments
 - f). Progress of WGs in drafting the Plan
- Policies and Explanations and research for Plan will continue to be progressed by WGs in conjunction with APS as appropriate

Potential issues and suggestions for their resolution or prevention:

Contingency – Communicable Disease Control Incident, e.g. Covid-19

In the context of a prolonged or serious communicable disease control incident e.g. large/enduring outbreak or pandemic, it is likely that there may be significant volunteer resource shortages, which will also be reflected in partner organisations, e.g. RBC. In this situation, the NDP team may look to either reduce or stop BAU work until the pandemic has peaked and further government guidelines are made available.

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 identify or assume support role(s) on a temporary basis as required, e.g. APS, 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.

2. Programme slippage/stall due to external/internal factors such as volunteer resources shortage, additional consultation requirements, unsuccessful funding bids:

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.

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.

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.

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	<p>5. 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> <p>6. Required outcomes of Wolston PC and NDP SG are not aligned, e.g. potential development of any LGS sites included in the draft Plan: 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>
Explanation of any difference between planned and actual events	PM has identified further potential slippage in the Wolston Plan being 'made' due to impact of Covid-19 crisis, additional LGS designation consultation exercise, Call for Sites, timing, e.g. Christmas break(s), resignations of WG leads and NDP/PC meetings and exchanges re: LG1 and R19/1411 (proposed development of Allotments). Timetable will be further refined as new updates received, e.g. WGs progress on development of policies etc.
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 CG reports to be distributed to PC ahead of its monthly meetings • Log of Correspondence • Draft PC minutes to be shared with NDP SG Chair and PM for information
	Highlight Reporting launched from January 2018, i.e. this is 'issue 27'

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.