

# HIGHLIGHT REPORT

March 2019



<b>Project:</b>	<b>Wolston Neighbourhood Development Plan (NDP)</b>		
<b>Author:</b>	<b>Tim Willis</b>	<b>Date:</b>	<b>1 April 2019</b>

<b>Reporting Period:</b>	01.03.19	31.03.19
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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>15 sites submitted in response to Call for Sites</li> <li>34 Business Questionnaire returns submitted by 22<sup>nd</sup> March</li> <li>Steering Group meeting attended by members of Rugby Borough Council Planning Team</li> <li>Grant underspend of £63.50 against 2018/19 budget of £7167.50</li> <li>Draft Vision/Objectives Statement approved by Steering Group</li> <li>Potential delay to Wolston NDP being 'made' due to Call for Sites</li> </ul>
<b>WORK</b>	

<b>Budget Status:</b>	<b>AMBER</b>	2018/19 underspend of £63.50 against Grant funding allocation of £7167.50
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<b>Resource Status:</b>	<b>AMBER</b>	Ongoing requirement for additional volunteer resources
<b>Stages / Phases completed in this reporting period:</b>	<p>Steering Group (SG) meeting on 26<sup>th</sup> March attended by Sophie Leaning and Martin Needham from Rugby Borough Council (RBC) Planning team (see SG minutes for details).</p> <p>SG Chairman to attend 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.</p> <p>SG meeting focused on WG headlines and a presentation by RBC, which confirmed Wolston Plan is progressing well and as anticipated by RBC.</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>Grant spend of £7133.50 confirmed against £7167.50 funding, i.e. underspend of £63.50 for 2018/19</li> <li>End of year budget reports for Grant and PC funding to be issued by WG lead in April</li> <li>Any additional Housing (Site) Assessments due to Call for Sites likely to be funded via current budget/grant funding</li> </ul> <p><b>ii). Communication and Engagement.</b></p> <ul style="list-style-type: none"> <li>Dates of public meeting(s) to show the village community any proposals for (Housing) Site Allocations to be scheduled following outcome/assessments of Call for Sites.</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 19<sup>th</sup> March received updates on number of ongoing key initiatives, e.g.:<ol style="list-style-type: none"><li>1. Call for Sites</li><li>2. Business Questionnaire</li><li>3. 2018/19 spend</li><li>4. RBC visit to 26<sup>th</sup> March SG meeting</li><li>5. Vision and Objectives</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>34 completed Business questionnaires submitted by 22<sup>nd</sup> March deadline</li><li>Analysis of above to be completed by 8<sup>th</sup> April</li><li>Input into Vision/Objectives Statement</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><li>Working schedule in place for this WG, Housing and Environment as per previous HR</li></ul> <p>ii). <b>Housing</b></p> <ul style="list-style-type: none"><li>Dates for any additional Assessments to be confirmed following Call for Sites submissions x 15</li><li>Input into Vision/Objectives Statement</li><li>As per previous HRs - work on development of policies ongoing - group to add provisional wording to the draft Plan</li><li>Working schedule in place for this WG, Environment and Economy/Infrastructure as per previous HR</li></ul> <p>iii). <b>Environment (Natural and Built)</b></p> <ul style="list-style-type: none"><li>Character Assessment work continues</li><li>Input into Vision/Objectives Statement</li><li>Working schedule in place for this WG, Housing and Economy/Infrastructure as per previous HR</li></ul> <p>iv). <b>Community, Sports and Leisure</b></p> <ul style="list-style-type: none"><li>Nothing to Report</li></ul>
Stages / Phases to be completed in the next reporting	<ul style="list-style-type: none"><li>SG meeting on 23<sup>rd</sup> April 2019</li><li>CG meeting on 16<sup>th</sup> April 2019 in line with updated meeting timetable</li><li>Assessment of sites submitted to Call for Sites to be completed by end of April</li><li>Further progress on Character Assessment work</li><li>Analysis of Completed Business Questionnaires to be completed by 8<sup>th</sup> April</li></ul>

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period:	<ul style="list-style-type: none"><li>Any work on 5 x Local Green Space (LGS) Assessments to be finalised with support from APS</li><li>Project Timetable to be updated</li><li>Further progress by WGs re: drafting of Wolston Neighbourhood Plan</li></ul> <p><b>Progress against Project Plan Update (as February 2019 – April update to follow):</b></p> <ul style="list-style-type: none"><li>Potential delay to overall Plan being ‘made’ due to need for consultation events following Call for Sites and Housing (and need to avoid school holidays)</li><li>Policies and Explanations and research for Plan continue to be progressed by WGs in conjunction with APS as appropriate</li></ul>
Potential issues and suggestions for their resolution or prevention:	<p>Required outcomes of Wolston PC and NDP SG are not aligned, e.g. potential development of northern Allotments:</p> <p>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> <p>Finance, e.g. approval for spend of Grant funding not forthcoming:</p> <p>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.</p> <p>Maintaining Working Group Resources/Membership:</p> <p>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.</p> <p>Maintaining Steering Group Resources/Membership:</p> <p>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.</p> <p>Programme slippage/stall due to external/internal factors such as unsuccessful funding bid, delayed approval for Grant spend:</p> <p>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.</p>

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	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.
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. Timetable will be further refined once Call for Sites work is completed (estimated 30 <sup>th</sup> April).
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>• Updated Project Timetable to be issued following analysis of Business Questionnaires and any assessment of sites submitted to Call for Sites</li> <li>• Minutes of SG and Working Group reports to be distributed to PCllrs ahead of monthly PC meetings</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 15'

**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.