

HIGHLIGHT REPORT

May 2018



Project:	Wolston Neighbourhood Development Plan (NDP)		
Author:	Tim Willis	Date:	3 June 2018

Reporting Period:	01.05.18	31.05.18
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Project Manager's assessment of the overall current status of the Project:	
Status:	<ul style="list-style-type: none"> Working Groups continuing to operate with limited volunteer resources Spending on hold until any 2018/19 Grant funding confirmed 15 sites to be considered for Site Assessment once funding source has been agreed/confirmed Early drafting of Neighbourhood Development Plan ('Plan') now under way Working Groups (WGs) to be re-aligned Steering Group (SG) and Co-ordination Groups (CG) to be re-designed to ensure transparency is maintained
WORK	

Budget Status:	AMBER	<ul style="list-style-type: none"> Grant application to locality.org.uk for 2018/19 continuing to be developed following consultation with APS Consultants Submission of Grant application likely to be made during June 2018 Further spend on hold until outcome of above application confirmed
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Resource Status:	AMBER	<ol style="list-style-type: none"> With the exception of Housing, all other WGs continue to have limited resources, particularly Environment, Employment and Economy. NDP Chairman currently indisposed – Project Manager (PM) to take role of Acting Chair until further notice in order to maintain momentum in progressing Plan. PM will draft Introduction (and Exec. Summary) of the Plan as work progresses. Working group format update: CG propose that WGs are re-aligned to cover the following areas, which will be reflected in the format of the Plan: <ul style="list-style-type: none"> Housing Economy and Infrastructure The Natural Environment The Built Environment Community, Sports and Leisure <p>Any re-alignment will require additional volunteer resources – this is in hand.</p> <ol style="list-style-type: none"> New volunteer resource identified to assist with editing of the Plan.
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Stages / Phases completed in this reporting period:	<p>Co-ordination Group (CG) meetings on 19th and 25th May18 Steering Group (SG) meeting on 8th May18</p> <p>Project Manager/Finance Lead meeting of 23rd May18 with APS headlines:</p> <p>1. Finance Funding: based on the budget put to the Parish Council (PC) for 2018/2019, APS confident that most, if not all, can be included in upcoming grant applications. For any item less than £1,000 it is not necessary to get 3 quotations, so for running public events etc. the process should be simpler going forward. New Website: any expenditure which falls within the £1,000 funding level similarly would be covered, as would the upcoming Business questionnaire.</p> <p>APS: With regard to APS work re: Site Assessments, which are required before we move to public consultation, this can be included as part of a technical support grant. CG team can build a case for APS to do this work rather than the preferred suppliers of locality.org.uk, on the basis that he has worked previously for the PC, has strong local knowledge, and is also familiar with the Wolston Plan process etc.</p> <p>Traffic Survey: APS suggest that this is unlikely to be required as the Plan cannot include policies about parking and infrastructure, with feedback from Wolston questionnaire providing sufficient evidence for 'aspirational recommendations'.</p> <p>2. Site Assessments: subject to funding being agreed, APS require 1 x map with 'green spaces', and 1 x map showing the 15 short-listed sites.</p> <p>3. Working Group structure: see Resource Status (3.) above re: group format.</p> <p>4. Steering Group/Co-ordination Group restructure: in order to maintain public input and overall transparency with regard to decision-making, the two groups are to be restructured in line with PC format, i.e. public forum followed by a structured agenda, which may include items that require a formal decision</p> <p>5. The Plan: as a Plan, APS advised Wolston Plan remains on course to be delivered within updated Project Timetable.</p> <p>Working Group (WG) headlines:</p> <p>a). Finance</p> <ul style="list-style-type: none">• No spending requests for 2018/19 to be approved until Grant/Technical Support funding received.• Second Grant application for 2018/19 currently being developed in conjunction with APS Consultants <p>b). Infrastructure</p> <ul style="list-style-type: none">• Nothing to Report as update not requested – to follow in next month's Highlight Reports
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	<p>c). Employment/Economy</p> <ul style="list-style-type: none">• Awaiting confirmation of grant (or technical funding) to fund employment questionnaire. <p>d). Communication</p> <ul style="list-style-type: none">• Increasing engagement, i.e. actively seeking new team members across all WGs• Teaming up with the WI photographic competition in October for photos to be included in the Plan• Completed mood cards to be used to promote discussion in Open Forum at next SG.• Avon Grapevine article is asking for help.• New website (subject to funding) – to be transparent and community focussed, with a designer tasked to produce ‘a look’ which might include how website is designed. This may include YouTube clips of interviews with Wolston residents etc. <p>e). Housing</p> <ul style="list-style-type: none">• Reviewed and commented on the ‘List of sites to be considered for Site Assessment’; Ongoing work inc. reviewing Claverdon NDP, and considering potential Housing Policies and interfaces with other WGs – this will be reported in future Highlight Reports as work progresses <p>f). Environment</p> <ul style="list-style-type: none">• Polices for Plan now being drafted for CG comment at later date – this will be reported in future Highlight Reports as work progresses <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>
Stages / Phases to be completed in the next reporting period Jun.18:	<ul style="list-style-type: none">• CG meeting currently scheduled for 26th Jun. 18• SG meeting on 12th Jun.18• Re-structure of both groups to be progressed in order to improve transparent decision-making as Plan progresses• Analysis of questionnaires and WG reports being used to shape next phases of work, i.e. drafting of the Plan and Policies• Grant application for 2018/19 to be developed and submitted• CG to commission Site Assessments via locality.org.uk and/or APS• 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"> • Overall progress on the Project Plan remains on track. • Policies to be drafted by working groups in conjunction with APS following issue of the final report on the survey. • Current Grant application being constructed in order to ensure the funding of the intensive work on the plan over the next 6-12 months.
<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 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: 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 and/or PC to put NDP 'on hold' until additional resources confirmed, e) abort NDP.</p> <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>

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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
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 Chair and/or Acting Chair for information
Additional comments	Highlight Reporting launched from January 2018, i.e. this is 'issue 5'

Key to Status:

GREEN	On track and any issues/exceptions can be handled by the Project Manager.
AMBER	Issues/exceptions that need resolution by the Co-ordination Group
RED	Issues/exceptions that need escalation and resolution above the Co-ordination Group, e.g. Parish Council, Borough Council etc.