

# HIGHLIGHT REPORT

May 2019



<b>Project:</b>	<b>Wolston Neighbourhood Development Plan (NDP)</b>		
<b>Author:</b>	<b>Tim Willis</b>	<b>Date:</b>	<b>3 June 2019</b>

<b>Reporting Period:</b>	28.04.19	31.05.19
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Project Manager's assessment of the overall current status of the Project:

<b>Status:</b>	<ul style="list-style-type: none"> <li>Resignation of WG lead for Economy and Infrastructure</li> <li>Potential delay to Wolston NDP being 'made' due to impact of WG lead resignations</li> <li>Pin Map consultation exercise postponed until further notice</li> <li>Consultation events planned for July with focus on Local Green Space (LGS) sites</li> <li>Work on Grant application for 2019/20 under way</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>2018/19 budget vs. spend completed</li> <li>2019/20 Grant application work ongoing</li> </ul>
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<b>Resource Status:</b>	<b>AMBER</b>	<ul style="list-style-type: none"> <li>Resignation of WG lead for Economy and Infrastructure</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> <li>Urgent requirement for additional volunteer resources</li> </ul> <p><i>*please note that this was one volunteer covering both posts</i></p>
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<b>Stages / Phases completed in this reporting period:</b>	<p>Steering Group (SG) meeting on 28<sup>th</sup> May focused on WG headlines (see SG minutes for details).</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>WG lead (as CG member) providing interim cover to 2 x WGs following resignation of Communications and Engagement/CSL WG lead</li> <li>2018/19 end of year budget reports for Grant and PC funding completed</li> </ul> <p><b>ii). Communication and Engagement.</b></p> <ul style="list-style-type: none"> <li>Interim cover being provided by CG following resignation of WG lead</li> <li>Planning for Consultation events re: LGS sites in July under way                             <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>/20<sup>th</sup> July</li> </ul> </li> <li>Pin Map exercise to show the village community any proposals for (Housing) on hold until further notice</li> <li>WG Lead has resigned due to work pressures/personal reasons</li> <li>'Extra' CG meeting held on 9th May to consider/plan next steps following WG lead resignation</li> <li>Log of correspondence in place from May 2019</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 14<sup>th</sup> May received updates on number of ongoing key initiatives, inc.<ol style="list-style-type: none"><li>Interim cover arrangements following WG lead resignation</li><li>Feedback from PM meeting with APS</li><li>Pin Map Exercise vs. LGS Designation Consultation events</li><li>Ongoing progress with draft of Plan</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>WG lead has resigned due to imminent 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><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>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 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><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>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><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>Interim cover being provided by CG following resignation of WG lead</li></ul>
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<b>Stages / Phases to be completed in the next reporting period:</b>	<ul style="list-style-type: none"><li>Additional CG meeting on 4<sup>th</sup> June to consider next steps and cover arrangements following resignation of WG lead for Economy and Infrastructure</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></ul>
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	<ul style="list-style-type: none"> <li>• Confirm arrangements for upcoming Consultation events in July</li> <li>• SG meeting on 25<sup>th</sup> June 2019</li> <li>• CG meeting on 11<sup>th</sup> June 2019</li> <li>• List of sites submitted to Call for Sites to be published</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>• Work on 5 x LGS Assessments to be finalised with support from APS</li> <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>• Potential delay to overall Plan being 'made' due to need for consultation events (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>
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<p>Potential issues and suggestions for their resolution or prevention:</p>	<p>1. Maintaining Working Group Resources/Membership:  <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). 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>2. Required outcomes of Wolston PC and NDP SG are not aligned, e.g. potential development of northern Allotments:  <b>Action:</b> 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>3. Finance, e.g. approval for spend of Grant funding not forthcoming:  <b>Action:</b> 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>4. Maintaining Steering Group Resources/Membership:  <b>Action:</b> 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>
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	<p>5. Programme slippage/stall due to external/internal factors such as unsuccessful funding bid, delayed approval for Grant spend:  <b>Action:</b> 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> <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 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 17'

**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.