

HIGHLIGHT REPORT

November 2018



Project:	Wolston Neighbourhood Development Plan (NDP)		
Author:	Tim Willis	Date:	30 November 2018

Reporting Period:	01.11.18	30.11.18
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Project Manager's assessment of the overall current status of the Project:

Status:	<ul style="list-style-type: none">• PC approve spend £7,197 Grant funding as issued by Groundwork UK (MHCLG)• Drafting of Neighbourhood Development Plan ('Plan') continues• Updated Project timetable shows potential 6-month delay to Plan being 'made'• Pre-submission Draft for Public Consultation scheduled for completion by June 2019• Local Green Space Assessments being progressed• Site Assessments to be progressed in early 2019
WORK	

Budget Status:	AMBER	<ol style="list-style-type: none">1. Spend of £7,197 Grant approved by Wolston PC at November 1st meeting.2. Budget request for any NDP spend for 2019/20 to be submitted to PC during December 2018.
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Resource Status:	AMBER	<ol style="list-style-type: none">1. Working Group for Communities, Sport and Leisure report pressure on current membership. PM to meet with WG lead to discuss way forward.
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Stages / Phases completed in this reporting period:	<p>SG meeting on 13th November 2018</p> <p>Working Group (WG) headlines:</p> <p>a). Support ("backroom") Groups</p> <p>i). Finance</p> <ul style="list-style-type: none">• PC approval for spend of £7,197 Grant funding• WG lead working with Project Manager on budget request to PC for 2019/20 <p>ii). Communication and Engagement.</p> <ul style="list-style-type: none">• Public Meetings to show the Village Community proposals on Site Allocations delayed until early 2019, i.e. post-Christmas/New Year. <p>iii). Co-ordination Group</p> <ul style="list-style-type: none">• CG maintaining support function to SG, e.g. advising on strategic direction and relevant policies as appropriate• Additional CG meeting called on 6th November to plan next steps following receipt of Grant funding and PC approval to spend
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	<p>b). Neighbourhood Plan Working Groups</p> <p>i). Economy and Infrastructure</p> <ul style="list-style-type: none">• Work on finalising Employment/business questionnaire progressing with Stratford District Council• As per previous HRs - work on development of policies ongoing - group to add provisional wording to the draft Plan <p>ii). Housing</p> <ul style="list-style-type: none">• Site Assessments being commissioned from APS – to be progressed in early 2019• As per previous HRs - work on development of policies ongoing - group to add provisional wording to the draft Plan• No reported improvement in level of volunteer resources <p>iii). Environment (Natural and Built)</p> <ul style="list-style-type: none">• Work on 5 x Local Green Space (LGS) Assessments ongoing with support from APS <p>iv). Community, Sports and Leisure</p> <ul style="list-style-type: none">• NTR
Stages / Phases to be completed in the next reporting period:	<ul style="list-style-type: none">• SG meeting on 11th December 2018• Further progress by WGs re: drafting of Wolston Neighbourhood Plan• SG to commission Site Assessments – APS have advised this work will be progressed in early 2019 (dates tbc) <p>Progress against Project Plan Update:</p> <ul style="list-style-type: none">• Delay of approx. 6 months to overall Plan being ‘made’ due to numerous factors, inc. delay in securing Grant funding and spend approval• Policies and Explanations and research for Plan continue to be progressed by WGs in conjunction with APS as appropriate
Potential issues and suggestions for their resolution or prevention:	<p>Required outcomes of Wolston PC and NDP 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/SG 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: 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) 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>

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	<p>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). 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: 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: 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> <p>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>
Explanation of any difference between planned and actual events	Further to receipt of £7,197 Grant funding and PC approval to spend, PM has identified a potential delay of 6 months in the Wolston Plan being 'made'. However, if the Pre-Submission Draft for Public Consultation version can be completed by June 2019, the delay may potentially be reduced.
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">• Minutes of SG and Working Group reports to be distributed to PCllrs ahead of monthly PC meetings• Updated Project Timetable (6th November 2018) to be circulated to PC and SG with Highlight Report• Draft PC minutes to be shared with NDP SG Chair for information
	Highlight Reporting launched from January 2018, i.e. this is 'issue 11'

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.