NOVEMBER 2020



Project:	Wolston Neighbourhood Development Plan (NDP)				
Author:	Tim Willis		Date:	1 December 2020	
Reporting Period:		01.11.20 30		0.11.20	
Project Manager's assessment of the overall current status of the Project.					

Project Manager's assessment of the overall current status of the Project:				
Status:	Co-ordination Group (CG) and Steering Group (SG) meetings continuing via Zoom			
	R19/1411 Planning Application refused at 4 th November Planning Committee			
WORK	Drafting of Plan of continuing in line with above			
	 Timing of formal presentation of Draft Plan to PC for approval tbc 			

Budget Status:	AMBER	Budget(s) for 2020/21 to be determined
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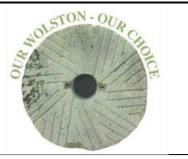
Resource Status:	AMBER	 CG members continuing to provide interim cover for WG leads Potential requirement for further additional volunteer resources in build up to Referendum in 2021 Volunteer resources for CG may be required from early 2021 	
Stages / Phases completed in this reporting period:	RBC Plan 4 th Noverr Working	ng of 24 th November focused on potential next steps re: Draft Plan following oning Committee refusal to grant planning consent of application R19/1411 on onber. Agreement for work to continue on Plan in light of planning decision. Group (WG) headlines:	
	a). Support ("backroom") Groups		
	 i). Finance WG lead (as CG member) continuing to provide interim cover to Comms WG 		
	ii). Comm	Punication and Engagement Pin Map exercise to show the village community any proposals for (Housing) on hold until further notice, i.e. post 'lockdown' Interim cover for WG lead being provided by CG	
	 iii). Co-ordination Group (CG) CG meeting of 10th November focused on potential next steps re: Draft Plan following RBC Planning Committee refusal to grant planning consent of application R19/1411 on 4th November. Agreement for work to continue on Plan in light of planning decision 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 Group continuing to update Draft Plan – date of next available draft tbc ii). Housing Group continuing to update Draft Plan – date of next available draft tbc iii). Environment (Natural and Built) Group continuing to update Draft Plan – date of next available draft tbc iv). Community, Sports, Leisure and Wellbeing (CSLW) Group continuing to update Draft Plan – date of next available draft tbc iv). Community, Sports, Leisure and Wellbeing (CSLW) Group continuing to update Draft Plan – date of next available draft tbc iv). Avon Planning Services (APS) WG leads continuing to update Plan in line with 'health check' prior to subsequent formal presentation to PC and RBC – timing tbc 				
Stages / Phases to be completed in the next reporting period:					
Potential issues and suggestions for their resolution or prevention:	In the context of a prolonged o large/enduring outbreak or pan significant volunteer resource s	r serious commun idemic as per Cov shortages, which v e current situation,	the NDP team is continuing with		

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	 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 and/or CG membership. 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 and/or CG membership, d). put NDP 'on hold' until alignment achieved, e). abort NDP.					
	3. 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.					
	4. 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.					
	5. 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.					
	6. 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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Explanation of any difference between planned and actual events	due to impact of Covid-19 pane September 2021, primarily due holidays. Other factors may als	demic, i.e. delayed to need for const o impact, e.g. ND sed development	page in the Wolston Plan being 'made' d Referendum until mid-July 2021 or from ultation to take place outside school P/PC meetings and exchanges re: LG1 of Allotments) Appeal etc. Timetable will	
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	monthly meetingsLog of Correspondence		ed to PC for information ahead of its hair and PM for information	
Additional comments	Highlight Reporting launched fr	rom January 2018	, i.e. this is 'issue 35'	

Key to Status:

GRE	EEN	On track and any issues/exceptions can be handled by the Project Manager.
AME	BER	Issues/exceptions that need resolution by the Co-ordination Group
RE	ED	Issues/exceptions that need escalation and resolution above the Co-ordination Group, e.g. Parish Council, Borough Council etc.

Document Reference: Highlight Report: November 2020 Versi	on: 1 Page:	4
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