

HIGHLIGHT REPORT

October 2019



Project:	Wolston Neighbourhood Development Plan (NDP)		
Author:	Tim Willis	Date:	31 October 2019

Reporting Period:	01.10.19	31.10.19
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Project Manager's assessment of the overall current status of the Project:

Status:	<ul style="list-style-type: none"> • Consultation event with focus on additional Local Green Space (LGS) and Call for Sites Housing sites confirmed for 9th November • Technical Support (Grant) of £4050 received from Locality.org.uk • Work on development of policies, evidence and explanations continuing • Potential slippage re: completion of Plan reported by Project Manager (see updated Project Timetable) • Draft Plan to be presented to Wolston Parish Council before end of 2019
WORK	

Budget Status:	AMBER	<ul style="list-style-type: none"> • £4050 2019/20 Technical Support Grant received from Locality.gov.uk • No expenditure to report
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Resource Status:	AMBER	<ul style="list-style-type: none"> • CG members continuing to provide interim cover for 3 x WG leads • Ongoing requirement for further additional volunteer resources
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Stages / Phases completed in this reporting period:	<p>SG meeting on 22nd October focused on upcoming Consultation event scheduled for 9th November.</p> <p>Working Group (WG) headlines:</p> <p>a). Support ("backroom") Groups</p> <p>i). Finance</p> <ul style="list-style-type: none"> • WG lead (as CG member) continuing to provide interim cover to 2 x WGs • Technical Support Grant of £4050 received from Locality.org.uk <p>ii). Communication and Engagement</p> <ul style="list-style-type: none"> • Consultation event re: additional sites confirmed for 9th November • Pin Map exercise to show the village community any proposals for (Housing) on hold until further notice • Interim cover for WG lead being provided by CG • Log of correspondence in place from May 2019 <p>iii). Co-ordination Group (CG)</p> <ul style="list-style-type: none"> • Additional CG meeting of 29th October focused on organisation of forthcoming Consultation event on 9th November, e.g. materials, staffing resources • CG meeting of 8th October focused on requirement to undertake further consultation as a result of feedback at July events and recent Call for Sites • CG maintaining support function to SG, e.g. advising on strategic direction and relevant policies as appropriate
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b). Neighbourhood Plan Working Groups

i). Economy and Infrastructure

- Work on development of policies progressing in line with updated Project Timetable
- CG to add additional information and explanations to the draft Plan in due course

ii). Housing

- Work on Housing policies x 3, i.e. local needs, design, and local sustainability continuing to progress
- Final Site Assessments following Call for Sites due to be completed by end of October
- As per previous HRs - work on development of policies ongoing
- WG to add additional wording, evidence and explanations to the draft Plan

iii). Environment (Natural and Built)

- Work on development of policies continuing to progress
- Character Assessment work continues
- As per previous HRs - work on development of policies ongoing
- WG to add additional wording, evidence and explanations to the draft Plan

iv). Community, Sports and Leisure

- Work on development of policies continuing to progress
- Interim cover for WG lead being provided by CG
- As per previous HRs - work on development of policies ongoing
- WG to add additional wording, evidence and explanations to the draft Plan

Stages / Phases to be completed in the next reporting period:

- SG meeting on 26th November 2019
- CG meeting on 12th November 2019
- Further progress by WGs re: drafting of Wolston Neighbourhood Plan in preparation for presentation to Wolston PC before end of 2019
- Final work on suite of LGS and Call for Sites Assessments and any additional sites following 9th November Consultation event (with support from APS tbc)
- Assessment of any outstanding LGS or sites submitted to Call for Sites to be completed
- Project Timetable to be further updated as/when appropriate

Progress against Project Timetable (as per September update):

- Nothing to Report (NTR)
- Project Timetable to be further refined following:
 - a). Consultation event of 9th November
 - b). Completion of LGS/Call for Sites Assessments
 - c). In line with progress of WGs in drafting the Plan

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	<ul style="list-style-type: none">• Policies and Explanations and research for Plan will continue to be progressed by WGs in conjunction with APS as appropriate
Potential issues and suggestions for their resolution or prevention:	<ol style="list-style-type: none">1. 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.2. Required outcomes of Wolston PC and NDP SG are not aligned, e.g. potential development of northern Allotments: 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.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 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.4. 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.5. 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.6. 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.

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Explanation of any difference between planned and actual events	PM has identified potential slippage of approx. 4 months in the Wolston Plan being 'made' due to additional LGS designation consultation exercise, Call for Sites, timing, e.g. Christmas break(s) and resignations of WG leads. Timetable will be further refined as new updates received, e.g. WGs progress on development of policies etc.
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"> • Pre-Submission Consultation Draft – November 2019 V1.5 • Minutes of SG and CG reports to be distributed to PCllrs ahead of monthly PC meetings • Log of Correspondence • Draft PC minutes to be shared with NDP SG Chair and PM for information
	Highlight Reporting launched from January 2018, i.e. this is 'issue 22'

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.