

HIGHLIGHT REPORT

October 2018



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

Reporting Period:	01.10.18	30.10.18
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Project Manager's assessment of the overall current status of the Project:	
Status:	<ul style="list-style-type: none"> Grant funding of £7,197 issued by Groundwork UK (MHCLG) on 12th September 2018 PC confirm receipt of Grant funding on 13th September to NP Group on 25th October 2018 Drafting of Neighbourhood Development Plan ('Plan') continues Chair and Vice Chair of Steering Group confirmed
WORK	

Budget Status:	AMBER	<p>1. Grant of £7,197 received by Wolston PC on 12th/13th September 2018.</p> <p>2. Email received on 19th October 2018 from Shuvro Bose at Neighbourhood Planning (communities.gov.uk) requesting verification that funding received by Wolston PC on 12th September 2018.</p> <p>NB. Please note that any spend remains 'on hold' until spend of Grant funding approved by Wolston PC</p>
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Resource Status:	AMBER	<p>1. Jock Rainey and Clare Malyon elected as Chair and Vice-Chair of Steering Group (SG) and accepted at 9th October 2018 meeting of SG</p> <p>2. Working Group for Housing report reduction in membership input.</p>
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Stages / Phases completed in this reporting period:	<p>SG meeting on 9th October 2018</p> <p>Working Group (WG) headlines:</p> <p>a). Support ("backroom") Groups</p> <p>i). Finance</p> <ul style="list-style-type: none"> Grant of £7,197 received on 12th/13th September following acceptance of Grant offer and submission of Due Diligence to MHCLG on 11th September 2018 WG advised of receipt of funding by PC on 25th October 2018 <p>ii). Communication and Engagement.</p> <ul style="list-style-type: none"> Updated and refreshed posters showing new WG titles distributed throughout the village. WG involved in the 'Wolston Photographic Competition' organised by the Wolston WI on Saturday 13th October re: inclusion of photos in NP Contact made with Willoughby Parish Council re: collaborative working after NDP meeting at RBC cancelled – no reply to date <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
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	<ul style="list-style-type: none"> Additional CG meeting to be scheduled to agree next steps once Grant funding is received and proposed spend approved by PC (extraordinary meeting may be required) <p>b). Neighbourhood Plan Working Groups</p> <p>i). Economy and Infrastructure</p> <ul style="list-style-type: none"> As per September Highlight Report (HR) - work on Employment/business questionnaire ongoing ready for progression once spend of Grant funding approved <p>ii). Housing</p> <ul style="list-style-type: none"> As per September HR - Work on development of policies ongoing - group to add provisional wording to the draft Plan <p>iii). Environment (Natural and Built)</p> <ul style="list-style-type: none"> NTR. <p>iv). Community, Sports and Leisure</p> <ul style="list-style-type: none"> WG working with results from Wolston survey in order to develop policies WG group leaders to meet to ensure a). no duplication, and b). how WGs will work together if/where policies overlap
<p>Stages / Phases to be completed in the next reporting period:</p>	<ul style="list-style-type: none"> SG meeting on 13th November 2018 Additional CG meeting tba subject to PC approval for spend of Grant funding Potential for additional PC meeting to approve financial spend once grant received (if required) Further progress by WGs re: drafting of Wolston Neighbourhood Plan SG to commission Site Assessments once spend of Grant funding approved by PC – dates for work to be agreed/confirmed Project Timetable for next stages/phases to be further updated once spend of Grant funding approved by PC <p>Progress against Project Plan Update:</p> <ul style="list-style-type: none"> Delay of approx. 2 months to overall Plan generated by timelines between Grant funding being received by PC and notification to NP Group and subsequent approval from PC to spend received Grant funding of £7,197 Policies and Explanations and research for Plan continue to be progressed by WGs in conjunction with APS as appropriate Project Plan to be updated once funding streams confirmed

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<p>Potential issues and suggestions for their resolution or prevention:</p>	<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> <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>
<p>Explanation of any difference between planned and actual events</p>	<p>Timing of receipt and spend approval of 2018/19 Grant funding has generated delay of approx. two months against overall project outcome, i.e. NDP being 'made', as notwithstanding PC receipt of £7,197 funding by MHCLG, no further spend will be progressed by SG until PC approval for spend of Grant funding is in place. Any delay to be confirmed on receipt of Grant monies.</p>

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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 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 SG Chair for information
Additional comments	Highlight Reporting launched from January 2018, i.e. this is 'issue 10'

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.