

HIGHLIGHT REPORT

OCTOBER 2020



Project:	Wolston Neighbourhood Development Plan (NDP)		
Author:	Tim Willis	Date:	3 November 2020

Reporting Period:	01.10.20	31.10.20
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Project Manager's assessment of the overall current status of the Project:

Status:	<ul style="list-style-type: none">Co-ordination Group (CG) and Steering Group (SG) meetings continuing via ZoomAdditional CG and SG meetings to be scheduled as/when required
WORK	<ul style="list-style-type: none">Determination of R19/1411 to shape next stepsTiming of formal presentation of Draft Plan to PC for approval tbc

Budget Status:	AMBER	<ul style="list-style-type: none">Nothing to Report
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Resource Status:	AMBER	<ul style="list-style-type: none">CG members continuing to provide interim cover for WG leadsPotential requirement for further additional volunteer resources in build up to Referendum in July 2021
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Stages / Phases completed in this reporting period:	<p>SG meeting of 27th October focused on potential next steps re: Draft Plan following determination of R19/1411 by RBC Planning Committee on 4th 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 Comms WG <p>ii). Communication and Engagement</p> <ul style="list-style-type: none">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 <p>iii). Co-ordination Group (CG)</p> <ul style="list-style-type: none">CG meeting of 13th October focused on potential next steps re: Draft Plan following determination of R19/1411 by RBC Planning Committee on 14th October (postponed to 4th November due to technical problems)CG maintaining support function to SG, e.g. advising on strategic direction and relevant policies in line with APS feedback as appropriate <p>b). Neighbourhood Plan Working Groups</p> <p>i). Economy and Infrastructure</p> <ul style="list-style-type: none">Group continuing to update Draft Plan in line with PC feedback from 23 July presentation and APS 'health check' of current draft of Plan – date of next draft to be presented to CG tbc
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	<p>ii). Housing</p> <ul style="list-style-type: none">Group continuing to update Draft Plan in line with PC feedback from 23 July presentation and APS 'health check' of current draft of Plan – date of next draft to be presented to CG tbc <p>iii). Environment (Natural and Built)</p> <ul style="list-style-type: none">Group continuing to update Draft Plan in line with PC feedback from 23 July presentation and APS 'health check' of current draft of Plan – date of next draft to be presented to CG tbc <p>iv). Community, Sports, Leisure and Wellbeing (CSLW)</p> <ul style="list-style-type: none">Group continuing to update Draft Plan in line with PC feedback from 23 July presentation and APS 'health check' of current draft of Plan – date of next draft to be presented to CG tbc <p>v). Avon Planning Services (APS)</p> <ul style="list-style-type: none">WG leads continuing to update Plan in line with 'health check' and PC feedback from 23 July presentation prior to subsequent formal presentation to PC and RBC – timing tbc
Stages / Phases to be completed in the next reporting period:	<ul style="list-style-type: none">CG meeting on 10th November 2020 via ZoomSG meeting on 24th November 2020 via ZoomCG/WG leads to continue updating/drafting of Plan as appropriateAny final work on suite of LGS and Call for Sites Assessments and any additional sites (with support from APS as required)Assessment of any outstanding LGS or sites submitted to Call for Sites to be completed <p>Progress against Project Timetable (current version (19 June 2020)): Project Timetable to be further refined to accommodate:</p> <ol style="list-style-type: none">Impact of Covid-19 crisis, e.g. earliest Referendum dateChanges to CG/SG timeline for updating Plan and subsequent presentation target dates for PC and RBCPotential impact of outcome of Outline Planning Application R19/1411 re: Allotments site and designation of site as Local Green Space (LGS1)Completion/confirmation of LGS/Call for Sites AssessmentsPotential target Referendum date of mid-July 2021 or from September 2021
Potential issues and suggestions for their resolution or prevention:	<p>Contingency – Communicable Disease Control Incident: Covid-19</p> <p>In the context of a prolonged or serious communicable disease control incident e.g. large/enduring outbreak or pandemic as per Covid-19, it is likely that there may be significant volunteer resource shortages, which will also be reflected in partner organisations, e.g. RBC. In the current situation, the NDP team is continuing with Business as Usual (BAU) in line with government guidelines.</p>

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1. 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.
2. 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 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	APS and PM have identified further potential slippage in the Wolston Plan being 'made' due to impact of Covid-19 crisis, i.e. delayed Referendum until mid-July 2021 or from September 2021, primarily due to need for consultation to take place outside school holidays. Other factors may also impact, e.g. NDP/PC meetings and exchanges re: LG1 and R19/1411 (proposed development of Allotments) etc. Timetable will be further refined as new updates received, e.g. WGs progress on updated Plan in line with APS 'health check'.
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 CG reports distributed to PC ahead of its monthly meetings• Log of Correspondence• Draft PC minutes shared with NDP SG Chair and PM for information
Additional comments	Highlight Reporting launched from January 2018, i.e. this is 'issue 34'

Key to Status:

GREEN	On track and any issues/exceptions can be handled by the Project Manager.
AMBER	Issues/exceptions that need resolution by the Co-ordination Group
RED	Issues/exceptions that need escalation and resolution above the Co-ordination Group, e.g. Parish Council, Borough Council etc.