

HIGHLIGHT REPORT

September 2019



Project:	Wolston Neighbourhood Development Plan (NDP)		
Author:	Tim Willis	Date:	30 September 2019

Reporting Period:	01.09.19	30.09.19
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Project Manager's assessment of the overall current status of the Project:	
Status:	<ul style="list-style-type: none">• Technical Support (Grant) application for £4050 submitted to Locality.org.uk• Work on development of policies continuing further to PC support/endorsement of Local Green Space consultation responses• Potential slippage re: completion of Plan reported by Project Manager (see updated Project Timetable)
WORK	

Budget Status:	AMBER	<ul style="list-style-type: none">• 2019/20 Technical Support Grant application for £4050 submitted to 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 24th September focused on a). updated Project Timetable showing potential delay to the Plan being 'made', and b). next steps following Wolston PC support and endorsement of LGS designation consultation responses, including anticipated submission of a planning application for housing development on site LGS 1.</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 application for £4050 submitted to Locality.org.uk <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• 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">• CG meeting of 10th September focused on tasks requiring completion in order to present draft Plan to Parish Council before the end of 2019, i.e. December meeting (see CG minutes)• 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
- Work on development of policies temporarily on hold following WG lead resignation - group to add provisional wording to the draft Plan in due course

ii). Housing

- Work on Housing policies x 3, i.e. local needs, design, and local sustainability progressing in line with updated Project Timetable
- Dates for final Site Assessments following Call for Sites still to be confirmed
- As per previous HRs - work on development of policies ongoing - group to add provisional wording to the draft Plan

iii). Environment (Natural and Built)

- Work on development of policies progressing in line with updated Project Timetable
- Character Assessment work continues
- As per previous HRs - work on development of policies ongoing - group to add provisional wording to the draft Plan

iv). Community, Sports and Leisure

- Work on development of policies progressing in line with updated Project Timetable
- Interim cover for WG lead being provided by CG
- As per previous HRs - work on development of policies ongoing - group to add provisional wording to the draft Plan

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

- SG meeting on 22nd October 2019
- CG meeting on 8th October 2019
- Further progress by WGs re: drafting of Wolston Neighbourhood Plan
- Final work on 5 x LGS Assessments and any additional sites following consultation events (with support from APS tbc)
- Assessment of sites submitted to Call for Sites to be progressed
- Further progress on Character Assessment work
- Next steps re: Tree Charter
- Project Timetable to be further updated as/when appropriate

Progress against Project Timetable (September update):

- Updated Project Timetable showing potential slippage due to impact of recent consultation work
- Project Timetable will be further refined following:
 - a). Completion of Call for Sites work
 - b). Progress of WGs

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	<ul style="list-style-type: none">• 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:	<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"> • Updated Project Timetable (22nd September 2019) • 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 21'

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.