

HIGHLIGHT REPORT

September 2018



Project:	Wolston Neighbourhood Development Plan (NDP)		
Author:	Tim Willis	Date:	1 October 2018

Reporting Period:	01.09.18	30.09.18
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Project Manager's assessment of the overall current status of the Project:	
Status:	<ul style="list-style-type: none"> Acceptance of Grant 'offer' of £7,197 issued to Groundwork UK (MHCLG) Drafting of Neighbourhood Development Plan ('Plan') continues Voting Membership of Steering Group confirmed
WORK	

Budget Status:	AMBER	<p>Acceptance of Grant 'offer' of £7,197 and Due Diligence submitted to Groundwork on 11th September 2018 (deadline 20th September 2018)</p> <p>NB. Please note that any spend remains 'on hold' until Grant funding received and approved by Wolston PC</p>
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Resource Status:	AMBER	<p>1. Steering Group (SG) Terms of Reference (ToR) presented and approved at 6th September 2018 PC meeting for approval as formal agenda item.</p> <p>2. Membership of SG with voting rights (up to 11 members) agreed at SG meeting on 11th September 2018 as follows: <i>Lesley Blay, John Church, Sonja Cross, Wendy Gilsean, Jim Griffin, Roger Ingles, Clare Malyon, Jock Rainey, Dave Smith, Graham Tyler, Laurie Wright.</i></p>
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Stages / Phases completed in this reporting period:	<p>SG meeting on 11th September 2018</p> <p>Working Group (WG) headlines:</p> <p>a). Support ("backroom") Groups</p> <p>i). Finance</p> <ul style="list-style-type: none"> Acceptance a of Grant 'offer' of £7,197 and Due Diligence submitted to MHCLG on 11th September 2018 <p>ii). Communication and Engagement.</p> <ul style="list-style-type: none"> WG members continuing to attend local events in order to generate further interest in the Plan Group report that facebook has substantial increase in interest in NDP <p>iii). Co-ordination Group</p> <ul style="list-style-type: none"> CG has assumed role of support function to SG, advising on strategic direction and relevant policies as appropriate 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)
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	<p>b). Neighbourhood Plan Working Groups</p> <p>i). Economy and Infrastructure</p> <ul style="list-style-type: none"> • Work on Employment/business questionnaire ongoing ready for progression once Grant funding received <p>ii). Housing</p> <ul style="list-style-type: none"> • Local Plan briefing note produced. • 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"> • Work on development of policies ongoing - group to add provisional wording to the draft Plan • RBC NDP Forum of 14th September cancelled due to poor response (Wolston and Willoughby). WG to follow up with Willoughby NDP Group in due course
<p>Stages / Phases to be completed in the next reporting period:</p>	<ul style="list-style-type: none"> • SG meeting on 8th October 2018 0 to include election of Chair • Additional CG meeting <u>once Grant funding received</u> • Potential for additional PC meeting to approve financial spend once grant received • Further progress by WGs re: drafting of Wolston Neighbourhood Plan • SG to commission Site Assessments once Grant funding received – dates for work to be agreed/confirmed • Project Timetable for next stages/phases to be further updated once Grant monies received) <p>Progress against Project Plan Update:</p> <ul style="list-style-type: none"> • No Further Action (NFA) to the overall progress on the Project Plan until Grant funding received. • Policies and Explanations and research for Plan will continue to be progressed by WGs in conjunction with APS as appropriate. • Project Plan to be updated once funding streams confirmed.
<p>Potential issues and suggestions for their resolution or prevention:</p>	<p>Finance, e.g. Grant application rejected or only part funded:</p> <p>Action: a). SG and/or PC confirm if funding is 'essential' or 'desirable'. b). SG and/or PC to seek alternative external funding streams, e.g. amended submission, Rugby Borough Council (RBC) grant funding, c). SG to submit funding bid to PC. d). PC to put NDP 'on hold' until future funding confirmed, e) abort NDP.</p>

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	<p>Maintaining Working Group Resources: 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 Co-ordination and Steering Group Resources: Action: a). Chair of SG to re-allocate tasks as appropriate, b). PM to assume role(s) on a temporary basis, 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 factors such as delayed grant submissions: 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). CG/SG/PC to maintain watching brief, d). PC to assume management of NDP SG and/or request change to SG membership.</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 CG/SG and/or request change to CG/SG membership, d). put NDP 'on hold' until alignment achieved, e) abort NDP.</p>
Explanation of any difference between planned and actual events	Timing of receipt of 2018/19 Grant funding may generate potential delay of two months or more against overall project outcome, i.e. NDP being 'made', as notwithstanding current 'offer' of £7,197 funding by MHCLG, no further spend will be progressed by SG until Grant funding/Technical Support funding is received and PC approval for spend is in place. Any delay to be confirmed on receipt of Grant monies.
Outcome of any actions required from previous reporting period	Nothing to report

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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 and/or Acting Chair for information
Additional comments	Highlight Reporting launched from January 2018, i.e. this is 'issue 9'

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.