

HIGHLIGHT REPORT

FEBRUARY 2018



Project:	Wolston Neighbourhood Development Plan (NDP)		
Author:	Tim Willis	Date:	23 February 2018

Reporting Period:	25.01.18	23.02.18
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Project Manager's assessment of the overall current status of the Project:	
Status:	<ul style="list-style-type: none"> • Neighbourhood Planning Grant of £1714 approved for 2017/18 against bid of £7239 • Second Neighbourhood Planning Grant application for 2018/19 to be submitted • Analysis of questionnaires due to issued once Grant monies received • 50 potential sites identified by working groups for potential 'site assessment' • Working Groups operation with limited staff resources
WORK	

Budget Status:	GREEN	<ul style="list-style-type: none"> • Grant of £1714 approved for 2017/18 against application of £7239 • Grant application to be submitted for 2018/19 • Current projected underspend of £407.29 against agreed Wolston PC 2017/18 budget of £5525 • PC agree budget of £2300 for 2018/19 • Updated quotations for consultation work received from Avon Planning Services (APS) and Stratford District Council (SDC) <p>MyCommunity/Locality feedback on Grant application as follows:</p> <p>9 Feb.18: "...there are now less than two months for expenditure in the programme to be resolved I believe the scale of the work you are hoping to fund is too much to complete before March 31st - when then current programme closes. Applications for the 2018-22 programme will open sometime in March with an April start date. It might make more sense to submit an application for more work in the new programme.</p> <p>Secondly, a great deal of the work you are hoping to complete relates to traffic and parking. Very rarely do our funding rules allow us to fund such work. This is because our grants programme is designed to fund activity which will contribute to the statutory land use and development policies in a neighbourhood plan. Traffic and parking does not relate to development in the same way and so work relating to these matters cannot be contained within the policies of a neighbourhood plan. There have been rare occasions when we have funded some traffic work where it has related directly to the viability of specific development sites..."</p> <p>14 Feb.18: "...we held our grants panel earlier this morning and we have agreed we are happy to approve the survey work, the maps and the printing. This would give you a grant amount of £1,714.00..."</p>
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Resource Status:	AMBER	With the exception of the Housing workstream, all other Working Groups continue to have limited staffing resources, particularly Environment, Employment and Economy. However, this has improved over last reporting period with Environment and Infrastructure groups both attracting new recruits.
Stages / Phases completed in this reporting period:	<p>Co-ordination Group (CG) meetings on 3rd and 17th Feb.18 Steering Group (SG) meeting on 13th Feb.18</p> <p>Project Manager meeting of 5 Feb. 18 with APS headlines:</p> <ol style="list-style-type: none">1. The major issue is identifying sites, and having them independently assessed prior to public consultation (pin map exercise). APS advised that this work would likely be funded via Technical Support source rather than Grant.2. CG need to access a list of Commitments in terms of planning consents granted since 2011 – Housing WG are in contact with RBC re: securing Commitment list.3. In terms of negotiations with RBC, APS suggest it may be worth lobbying for timing of development of 15 units (Lindon Tree) to be brought forward. APS commented that the figure 29 units identified by HNS was high - also advised that the HNS 'trumps' any housing waiting list figures in terms of local need.4. As a Plan, APS advised Wolston is making the right progress and are there or thereabouts in terms of timing. APS suggest looking at Broadway as a comparator.5. APS happy with updated Project Timetable. <p>Working Group (WG) headlines:</p> <ol style="list-style-type: none">a). Finance<ul style="list-style-type: none">• £1714 grant received for 2017/18 against application of £7239• Second Grant application for 2018/19 to be submitted• PC Clerk to format spend/income received figures for PCllrs in line with PC systemsb). Infrastructure<ul style="list-style-type: none">• £4400 Grant funding application for traffic survey refused as this does not currently match Grant funding criteria• Further identification of potential sites for assessment• Additional staffing resources recruitedc). Employment/Economy<ul style="list-style-type: none">• Quotation for online questionnaire(s) invited from SDC	

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	<p>d). Communication</p> <ul style="list-style-type: none"> SDC analysis of questionnaires, topline report and detailed report to be issued following successful grant application <p>e). Housing</p> <ul style="list-style-type: none"> Further identification of potential sites for assessment and/or potential housing development <p>f). Environment</p> <ul style="list-style-type: none"> Further identification of potential sites for assessment Positive response from Wolston Conservation Groups re: recruitment of additional staffing resources
Stages / Phases to be completed in the next reporting period Feb – Mar.18:	<ul style="list-style-type: none"> CG meeting on 17th Mar.18 SG meeting on 13th Mar.18 Analysis of questionnaires and reports to be issued and used to shape next stages of NP Grant application to be completed for 2018/19 Working Groups to continue progressing ongoing initiatives reported above See Project Timetable for stages/phases to be completed beyond next reporting period £1714 2017/18 Neighbourhood Planning Grant funding to be spent by 31.03.18
Potential issues and suggestions for their resolution or prevention:	<p>Finance, e.g. grant application rejected or only part funded: Action: a). CG and/or PC confirm if funding is 'essential' or desirable'. b). CG and/or PC to seek alternative external funding streams, e.g. amended submission, Rugby Borough Council (RBC) grant funding, c). CG to submit funding bid to PC. d). PC to put NDP 'on hold' until future funding confirmed, e) abort NDP.</p> <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, CG and/or PC to put NDP 'on hold' until additional resources confirmed, e) abort NDP.</p> <p>Maintaining Co-ordination Group Resources: Action: a). Chair of CG to re-allocate tasks as appropriate, b). PM to assume role(s) on a temporary basis, c). CG 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, CG 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). Project Manager (PM) to alert CG 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>

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	<p>Conflict of interests, e.g. NDP used to drive personal agenda: Action: a). Raise as formal agenda item at either planned or additional CG meeting, b). report outcome of meeting to PC, c). CG/PC to maintain watching brief, d). PC to assume management of NDP CG and/or request change to CG membership.</p> <p>Required outcomes of Wolston PC and NDP groups (CG and/or SG) are not aligned: Action: a). Maintain robust reporting and discussion at monthly PC meetings, b) 'Stand alone' meetings between PC and CG to be diarised if /when appropriate, c). PC to assume management of NDP CG and/or request change to CG membership, d). put NDP 'on hold' until alignment achieved, e) abort NDP.</p>
Explanation of any difference between planned and actual events	Delayed 2017/18 Grant application due to capacity issues, which in turn has generated a potential delay of 4 months to overall project outcome, i.e. NDP being 'made'.
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 CG and SG and Working Group reports to be distributed to PCllrs ahead of monthly PC meetings • Updated Project Timetable to be circulated with above • Draft PC minutes to be shared with NDP Chair for information
Additional comments	Highlight Reporting launched from January 2018, i.e. this is 'issue 2'

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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.

