

HIGHLIGHT REPORT

JANUARY 2018



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

Reporting Period:	20.12.17	24.01.18
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Project Manager's assessment of the overall current status of the Project:	
Status:	<ul style="list-style-type: none"> 582 NDP Questionnaires completed and returned Neighbourhood Planning Grant application for 2017/18 submitted to MyCommunity.org.uk Wolston Parish Council (PC) approved £2300 NDP funding in 2018/19 budget Delay to analysis of questionnaires due to delayed Grant application Delay of approx. 4 months to overall timetable due to delayed Grant application
WORK	

Budget Status:	AMBER	<ul style="list-style-type: none"> Current projected underspend of £407.29 against agreed Wolston PC 2017/18 budget of £5525 PC agree budget of £2300 for 2018/19 Grant application of £7239 submitted for 2017/18 Grant application to be submitted for 2018/19 Updated quotations for consultation work received from Avon Planning Services (APS) and Stratford District Council (SDC)
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Resource Status:	AMBER	With the exception of the Housing workstream, all other working groups currently have limited staffing resources, particularly Environment, Employment and Economy
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Stages / Phases completed in this reporting period:	<p>Co-ordination Group (CG) meeting on 20th Jan18 Steering Group (SG) meeting on 9th Jan18 Working Group (WG) headlines:</p> <p>a). Finance</p> <ul style="list-style-type: none"> 2017/18 spend presented to 2 x PC meetings (20.12.17 and 04.01.18) 2017/18 Grant application of £7239 submitted 2017/18 spend updated for presentation/discussion at 25th Jan.18 meeting PC Clerk to format 2017/18 spend figures for PCllrs prior to 25th Jan. 18 meeting <p>b). Infrastructure</p> <ul style="list-style-type: none"> request for submission of Traffic Survey quotations for completion by 31st March <p>c). Employment/Economy</p> <ul style="list-style-type: none"> quotation for online questionnaire invited from SDC <p>d). Communication</p> <ul style="list-style-type: none"> updated quotation requested and received from SDC re: analysis of questionnaires, topline report and detailed report
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	<p>e). Housing</p> <ul style="list-style-type: none"> • identification of potential sites for development ongoing <p>f). Environment</p> <ul style="list-style-type: none"> • urgent requirement for additional resources. Wolston History and Conservation Groups to be contacted
Stages / Phases to be completed in the next reporting period Jan – Feb. 18):	<ul style="list-style-type: none"> • CG Group/Wolston PC informal meeting on 25th Jan.18 • CG meeting on 18th Feb.18 • SG meeting on 13th Feb.18 • Grant application to be completed for 2018/19 • Working Groups to progress ongoing initiatives reported above • See Project Timetable for stages/phases to be completed beyond next reporting period • Any 2017/18 Neighbourhood Planning Grant funding received to be spent by 31.03.18
Potential issues and suggestions for their resolution or prevention:	<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>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> <p>Finance, e.g. grant application rejected: Action: a). CG and/or PC to seek alternative external funding streams, e.g. Rugby Borough Council (RBC) grant funding, b). CG to submit funding bid to PC. c). PC to put NDP 'on hold' until future funding 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 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, e.g. upcoming meeting of 25th January, 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>

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Explanation of any difference between planned and actual events	Delayed 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	Housing Group seeking to update group name to Housing and Land Usage – this will require formal presentation to CG and potentially PC due to implications/potential 'sensitivities'.
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 1'

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.