

# HIGHLIGHT REPORT

## MARCH 2018



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|-----------------|---|--------------|----------------------|
| <b>Project:</b> | <b>Wolston Neighbourhood Development Plan (NDP)</b> |              |                      |
| <b>Author:</b>  | <b>Tim Willis</b>                                   | <b>Date:</b> | <b>31 March 2018</b> |

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|--------------------------|-----------------|-----------------|
| <b>Reporting Period:</b> | <b>23.02.18</b> | <b>31.03.18</b> |
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| <b>Project Manager's assessment of the overall current status of the Project:</b> |  |
| <b>Status:</b>  | <ul style="list-style-type: none"> <li>• Draft analysis of Wolston Neighbourhood Plan Survey questionnaires issued by SDC</li> <li>• Neighbourhood Planning Grant spend for 2017/18 confirmed as £1705.92</li> <li>• List of Housing Commitments received from Rugby Borough Council</li> <li>• Working Groups continuing to operate with limited volunteer resources</li> </ul> |
| <b>WORK</b>   |  |

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| <b>Budget Status:</b> | <b>GREEN</b> | <ul style="list-style-type: none"> <li>• Grant of £1714 approved for 2017/18 against application of £7239</li> <li>• Grant application for 2018/19 to be developed/submitted</li> </ul> |
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| <b>Resource Status:</b> | <b>AMBER</b> | With the exception of the Housing workstream, all other Working Groups continue to have limited resources, particularly Environment, Employment and Economy. |
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| <b>Stages / Phases completed in this reporting period:</b> | <p>Co-ordination Group (CG) meeting on 28<sup>th</sup> Mar.18<br/>Steering Group (SG) meeting on 13<sup>th</sup> Mar.18</p> <p><b>Working Group (WG) headlines:</b></p> <p>a). <b>Finance</b></p> <ul style="list-style-type: none"> <li>• £1705.92 spend against £1714 grant received for 2017/18 against application of £7239</li> <li>• Second Grant application for 2018/19 to be developed and submitted</li> </ul> <p>b). <b>Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Nothing To Report (NTR)</li> </ul> <p>c). <b>Employment/Economy</b></p> <ul style="list-style-type: none"> <li>• Preparation of scope of work underway to get quotes for employment questionnaire for the village.</li> </ul> <p>d). <b>Communication</b></p> <ul style="list-style-type: none"> <li>• Wolston Neighbourhood Plan Survey results data received</li> <li>• Draft SDC analysis of questionnaires, topline report and detailed report issued for final comments prior to approval/sign off</li> </ul> <p>e). <b>Housing</b></p> <ul style="list-style-type: none"> <li>• List of Housing Commitments since 2011 received from Rugby Borough Council (15 x applications, potential for 105 dwellings).</li> </ul> |
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| <b>Document Reference:</b> | <b>Highlight Report: Feb - Mar18</b> | <b>Version:</b> | <b>1</b> | <b>Page:</b> | <b>1</b> |
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|  | <p><b>f). Environment</b></p> <ul style="list-style-type: none"> <li>Initial questionnaire results received that will now be used to shape the green spaces/ community assets in line with the master list collated by all WGs.</li> </ul>  |
| Stages / Phases to be completed in the next reporting period Mar – Apr.18: | <ul style="list-style-type: none"> <li>CG meeting on 22<sup>nd</sup> Apr.18</li> <li>SG meeting on 10<sup>th</sup> Apr.18</li> <li>Approved Analysis of questionnaires and reports to be issued and used to shape next stages of NP</li> <li>General circulation of the survey results to our supporting groups within the village, via social media and uploaded onto the NP section on the village website.</li> <li>Grant application for 2018/19 to be developed</li> <li>Working Groups to progress ongoing initiatives, including sites to be considered for assessment and to commence drafting of Wolston NP Version 1</li> <li>CG to comment to Wolston PC on draft Brandon/Bretford NP</li> <li>CG to commission Site Assessments via APS</li> <li>See Project Timetable for stages/phases to be completed beyond next reporting period</li> </ul>  |
| Potential issues and suggestions for their resolution or prevention:       | <p>Finance, e.g. grant application rejected or only part funded:<br/> <b>Action:</b> 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:<br/> <b>Action:</b> 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:<br/> <b>Action:</b> 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:<br/> <b>Action:</b> 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:<br/><b>Action:</b> 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:<br/><b>Action:</b> 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"><li>• Minutes of CG and SG and Working Group reports to be distributed to PCllrs ahead of monthly PC meetings</li><li>• Updated Project Timetable to be circulated with above</li><li>• Draft PC minutes to be shared with NDP Chair for information</li></ul>   |
| Additional comments   | Highlight Reporting launched from January 2018, i.e. this is 'issue 3'   |

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### Key to Status:

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

