

Project	Stage / Core Activity	Tasks	Lead Project Team Member(s)	Task Start	Task Finish	Task Status: Completed/Partial/Not started
Project 01: HSHAZ Project Officer	Recruitment	Hire HSHAZ Project Officer	OS	Nov-21	Jan-21	Completed
	Process Claims	Submit quarterley claim to HE	CH	Jan-21	Jun-24	Partial
		Quarterly financial meetings	CH, RP	Jan-21	Jun-24	Partial
	Monitor work	Monthly meetings with OS and ML	CH	Jan-21	Jun-24	Partial
Project 02: Corn Exchange	Develop Application for grant	Receive urgent works schedule and establish if grant is viable	OS, CH	Jun-21	Aug-21	Partial
		Initial discussions with owner & confirm works eligible for funding	OS, CH	Sep-21	Dec-21	Not started
		Develop acceptable schemes with applicant including submission of applications for planning & listed building consent	CH, Conservation team	Jan-22	Apr-22	Not started
		Agree specification of works prior to getting quotations	CH, OS	Jan-22	Apr-22	Not started
		Tender for contractors for site works	CH	Jan-22	Apr-22	Not started
		Receive completed application for grant	CH	May-22	May-22	Not started
	Appraise Grant applications & award	Carry out appraisal of grant application	CH	Jun-22	Aug-22	Not started
		Issue grant offer & 3rd party contract for signing	CH	Aug-22	Aug-22	Not started
	Monitor work on site	Ensure work being carried out is in accordance with approved project for contract duration	CH, OS	Aug-22	Dec-22	Not started

	Process Claims	Make 3rd party payments based on architects certificates & receipted invoices	CH	Jan-23	Jan-23	Not started
		Include return in quarterly claim for payment from HE	CH	Jan-23	Jan-23	Not started
Project 03: Former Old White Hart	Develop Application for grant	Establish ownership and planned use of building	CH, OS, Enforcement	May-21	Jun-21	Partial
		Initial discussions with owner & confirm works eligible for funding	CH	Jul-21	Aug-21	Not started
		Develop acceptable schemes with applicant including submission of applications for planning & listed building consent	CH, Conservation team	Aug-21	Sep-21	Not started
		Agree specification of works prior to getting quotations	CH	Oct-21	Oct-21	Not started
		Tender for contractors for site works	CH	Nov-21	Nov-21	Not started
		Receive completed application for grant	CH	Dec-21	Dec-21	Not started
	Appraise Grant applications & award	Carry out appraisal of grant application	CH, OS	Dec-22	Jan-22	Not started
		Issue grant offer & 3rd party contract for signing	CH, OS	Jan-22	Jan-22	Not started
	Monitor work on site	Ensure work being carried out is in accordance with approved project for contract duration	CH, OS	Jan-22	Mar-22	Not started
	Process Claims	Make 3rd party payments based on architects certificates & receipted invoices	CH	Mar-22	Mar-22	Not started
		Include return in quarterly claim for payment from HE	CH	Mar-22	Mar-22	Not started

Project 04: Heritage at Risk Grant Scheme	Develop criteria for eligibility and target properties	Heritage at Risk Building Survey	MA	Jan-21	May-21	Complete
		Review listings	Conservation team	May-21	Aug-21	Partial
	Develop Applications for grant	Initial discussions with owner & confirm works eligible for funding	CH	May-21	May-23	Partial
		Provide guidance on eligible works & conservation principles to applicants/agents	CH, Conservation team	May-21	May-23	Partial
		Develop acceptable schemes with applicant including submission of applications for planning & listed building consent	CH, Conservation team	May-21	May-23	Not started
		Agree specification of works prior to getting quotations	CH	May-21	May-23	Not started
		Tender for contractors for site works	CH	May-21	May-23	Not started
		Receive completed application for grant	CH	May-21	May-23	Not started
	Appraise Grant applications & award	Carry out appraisal of grant application	CH	Jul-21	Jul-23	Not started
		Grants Panel make recommendation for grant offer	CH	Aug-21	Aug-23	Not started
		Issue grant offer & 3rd party contract for signing	CH	Sep-21	Sep-23	Not started
	Monitor work on site	Ensure work being carried out is in accordance with approved project for contract duration	CH, Conservation team	Sep-21	Sep-23	Not started
	Process Claims	Make 3rd party payments based on architects certificates & receipted invoices	CH	Jan-22	Jan-24	Not started

		Include return in quarterly claim for payment from HE	CH	Jan-22	Jan-24	Not started
Project 05: Heritage Grant Scheme (shopfronts)	Develop criteria for eligibility and target properties	Heritage at Risk Building Survey	MA	Jan-21	May-21	Complete
	Develop Applications for grant	Initial discussions with owner & confirm works eligible for funding	CH	May-21	May-23	Partial
		Provide guidance on eligible works & conservation principles to applicants/agents	CH, Conservation team	May-21	May-23	Partial
		Develop acceptable schemes with applicant including submission of applications for planning & listed building consent	CH	May-21	May-23	Partial
		Agree specification of works prior to getting quotations	CH	May-21	May-23	Not started
		Tender for contractors for site works	CH	May-21	May-23	Not started
		Receive completed application for grant	CH	May-21	May-23	Not started
		Appraise Grant applications & award	Carry out appraisal of grant application	CH	Jun-21	Jun-23
	Grants Panel make recommendation for grant offer		CH	Jun-21	Jun-23	Not started
	issue grant offer & 3rd party contract for signing		CH	Jun-21	Jun-23	Not started
	Monitor work on site	Ensure work being carried out is in accordance with approved project for contract duration	CH, Conservation team	Jul-21	Jul-23	Not started
	Process Claims	Make 3rd party payments based on architects certificates & receipted invoices	CH	Aug-21	Aug-23	Not started

		Include return in quarterly claim for payment from HE	CH	Sep-21	Mar-24	Not started
Project 06: Shopfront and Upper floor Development Guide	Develop Brief	Draft tender, consult with relevant NSDC colleagues	CH, OS	Aug-21	Dec-21	Not started
		Tender for consultant	CH	Jan-22	Feb-22	Not started
	Commission Guide	Consult with chosen consultant throughout process	CH, OS	Feb-22	Aug-22	Not started
		Brief members on purpose of study	CH, OS	Sep-22	Sep-22	Not started
		Public engagement with community	CH	Sep-22	Sep-22	Not started
	Publish Advice	Press release	CH, Comms	Nov-22	Nov-22	Not started
	Process Claims	Include return in quarterly claim for payment from HE	CH	Jan-23	Jan-23	Not started
Project 07: Public Realm and Way Finding (Beaumont Cross)	Develop Plan	Draft tender, consult with relevant NSDC areas	CH, OS, ML	Mar-21	Jun-21	Not started
		Identify suitable engineers	CH	Mar-21	Jun-21	Partial
		CH training for procurement	CH	May-21	May-21	Partial
		Tender for engineers	CH	Jun-21	Jun-21	Complete
	Feasibility Study	Consult with chosen engineer throughout report writing	CH	Aug-21	Dec-21	Not started
		Brief members on the purpose of study	CH, OS	Aug-21	Aug-21	Not started
		Host community engagement workshop	CH	Sep-21	Sep-21	Not started
	Final report	Brief members on outcomes	CH, OS	Feb-22	Feb-22	Not started
	Public engagement document to share with public	CH	Feb-22	Feb-22	Not started	
	Develop Brief	Draft tender, consult with relevant NSDC colleagues	CH, OS	Aug-21	Oct-21	Not started
		Tender for consultant	CH	Oct-21	Dec-21	Not started
	Commission Guide	Consult with chosen consultant throughout process	CH, OS	Jan-22	Jun-22	Not started

Project 08: Lease Tenant Advice		Brief members on purpose of study	CH, OS	Jul-22	Jul-22	Not started
		Public engagement with community	CH	Jul-22	Jul-22	Not started
	Publish Advice	Press release advertising guidance	CH, Comms	Aug-22	Aug-22	Not started
	Process Claims	Include return in quarterly claim for payment from HE	CH	Sep-22	Sep-22	Not started
Project 09: Publication - Newark Heritage	Develop outline for the publications	Regular meetings wiry HE to discuss ideas and progress	CH, OS, HE	Apr-21	Jul-21	Partial
		Decide a long term timeline for publication	CH, OS	May-21	May-21	Partial
		Establish audience and proposed market	CH, OS	May-21	May-21	Partial
		Research similar publications to finalise our project	CH	May-21	May-21	Partial
	Research	Host regular meetings with HE and local groups to establish research outcomes	CH, HE	Jul-21	Jul-22	Not started
	Draft	Review draft research	CH, OS	Jul-22	Sep-22	Not started
		Approve project	CH	Jan-23	Jan-23	Not started
	Publication	Host publication event	CH	Jul-23	Jul-23	Not started
	Establish community engagement outcomes for publication	CH	May-21	Jul-23	Not started	
Project 10: Tax and Business Rates Review	Develop Brief	Draft tender, consult with relevent NSDC colleagues	CH, OS	Aug-21	Oct-21	Not started
		Tendor for consultant	CH	Oct-21	Dec-21	Not started
	Comission Guide	Consult with chosen consultant throughout process	CH, OS	Jan-22	Jun-22	Not started
		Brief members on purpose of study	CH, OS	Jul-22	Jul-22	Not started

NOTES REVIEW		Public engagement with community	CH	Jul-22	Jul-22	Not started
	Publish Advice	Press release advertising guidance	CH, Comms	Aug-22	Aug-22	Not started
	Process Claims	Include return in quarterly claim for payment from HE	CH	Sep-22	Sep-22	Not started
Project 11: Community Engagement	Develop Engagement Plan	Complete HE community engagement template	CH	Apr-21	Jun-21	Partial
		Consult with HE re outsourcing engagement plan	CH	May-21	May-21	Complete
	Community Engagement outputs	Oversee community engagement plan implementation	CH	Jul-21	Mar-24	Not started
		Record detailed log of activities and feedback	CH	Jul-21	Mar-24	Not started
	Process Claims	Include return in quarterly claim for payment from HE	CH	Jul-21	Mar-24	Not started
Project 12: Footfall Counting	Installation of footfall counters	Keep up to date with NCC highways re permissions	CH, OS	Mar-21	May-21	Partial
		Oversee installation of counters	CH, OS	May-21	Jul-21	Partial
	Monitor reports	Monitor data and produce quarterly reports	CH	May-21	May-24	Partial
		Use footfall data received from St Marks to supplement our own data	CH	May-21	May-24	Partial