

Grosmont Community Hub planning 2021			
	Due Month for Completion	Status Green= Completed Amber= In progress/on track Red= Needs attention	Lead Person Responsible
£0			
Project Initiation			
Governance Framework approved by GF and GCC.	January 2021		Witek & Alex
Sub committee appointed	January 2021		Witek & Alex
Public announcement and call for expertise	January 2021		Peter
Project design and Feasibility			
Community Engagement planning	February 2021	Completed	Debs & Jan
		Posters	Jo
		Questionnaire	Mark, Jo & Peter
		Leaflet	Deb, Lynne & Jan
Community Engagement Implemented	March 2021	Display in Undercroft	Deb & Jane
Explore links to regional strategies and organisations	March 2021		Peter Willis
Analyse community data and priorities, identify key challenges	April 2021		
Develop project aims, activities and outcomes:			
Design project activities to address challenges	April 2021		
Agree aims, outcomes and activities- what you will do, including the activities that will take place Who will benefit and how, including the number of people How your community will be involved in delivering it How you will connect with other people and services About any staff or volunteers involved in the project	April 2021		
Remedial Repair Work			
Appoint Architect for repair work	April 2021		Witek & Oliver
Application for repair works grant - Green Energy Fund	June 2021		Witek & Oliver
Builder's Quotes for repairs	June 2021		Witek & Oliver
Appoint Builder	August 2021		Witek & Oliver
Repairs completed	December 2021		
Planning phase 1-pre app			
Pre app meeting with heritage officer	April 2021	completed 16/02/21	Lynne & Witek
Aquire indicative quotes from architects	May 2021		Witek & Oliver
GCC approves plans	Aug/Sept 2021		
Draft capital development grant completed	May 2021		
Share draft with funding officer (Zoe) for feedback	May 2021		
Amend as required	May 2021		
Submit capital development grant	May 2021		
Capital Grant awarded	July 2021		
Planning/ designs/ surveys			
Energy audit	February 2021		Peter & Witek
Appoint Architect (possibly via tender?)	June 2021		
Liaison with planners, technical surveys, bats etc	July 2021		
Tenders, Designs and costings	September 2021		
Apply for Planning permission	October 2021		
Planning permission granted	October 2021		
Finalise project plans	October 2021		
Finalise governance documents and policies:			
Partnership agreement	To be determined after grant application		
Policies (esp where GCC policies arent applicable)	September 2021		
Draft application shared with funding officer	October 2021		
Full funding application completed and submitted	October 2021		
Progress reviewed at GF Meeting 11/02/21 Targets met			
Progress reviewed at GF Meeting 23/02/21 Targets met			
Progress reviewed at GF Meeting 02/03/21 Targets met			
Progress reviewed at GF Meeting 10/03/21 Targets met			

