

**Staffordshire History Centre Project
Development Phase Plan**

Planned tasks Key decision Key Deadline

Activity Description/Tasks:	Duration/ Deadlines	2019												2020											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SCC Cabinet approval	15 May 2019					◆																			
Round 1 bid submission	28 May 2019				■																				
NLHF Decision	Sep 2019								◆																
Permission to Start	Oct 2019									■															
Development Phase:	Nov 19 - Mar 20										■	■	■	■	■	■	■	■	■						
Conservation Plan											■	■	■	■	■	■	■	■	■						
Commission consultants to work on CMP											■	■	■	■	■	■	■	■	■						
Review and Update CMP for listed building											■	■	■	■	■	■	■	■	■						
Review and Update CMP for collections											■	■	■	■	■	■	■	■	■						
Design Development to RIBA Stage 3:											■	■	■	■	■	■	■	■	■						
Commission architects to work on SHC Design report											■	■	■	■	■	■	■	■	■						
Review and Update Site Surveys											■	■	■	■	■	■	■	■	■						
Review and Update RIBA 3 Report											■	■	■	■	■	■	■	■	■						
Engagement with Planners re Planning Permission											■	■	■	■	■	■	■	■	■						
Interpretations work to RIBA Stage 3:											■	■	■	■	■	■	■	■	■						
Commission consultants to work on SHC Interpretations Plan											■	■	■	■	■	■	■	■	■						
Draft Arch Interpretation brief to commission artist for Delivery Phase											■	■	■	■	■	■	■	■	■						
Review and Update RIBA 3 Report											■	■	■	■	■	■	■	■	■						
Engagement with Planners											■	■	■	■	■	■	■	■	■						
Legal documents:											■	■	■	■	■	■	■	■	■						
Commission solicitors to represent WSLT											■	■	■	■	■	■	■	■	■						
Commission SCC legal team to represent SCC											■	■	■	■	■	■	■	■	■						
Review and Update Deeds of Release											■	■	■	■	■	■	■	■	■						
Review and Update Deeds of Surrender											■	■	■	■	■	■	■	■	■						
Review and Update Development Agreement											■	■	■	■	■	■	■	■	■						
Review and Update Land Transfer											■	■	■	■	■	■	■	■	■						
Review and Update WSL Lease											■	■	■	■	■	■	■	■	■						
Engagement with Charity Commission											■	■	■	■	■	■	■	■	■						
Business Plan											■	■	■	■	■	■	■	■	■						
Secondment for Business Plan development											■	■	■	■	■	■	■	■	■						
Secondment for BP											■	■	■	■	■	■	■	■	■						
Commission BP consultant											■	■	■	■	■	■	■	■	■						
Prepare BP for Stage 2 submission											■	■	■	■	■	■	■	■	■						
Activity Plan											■	■	■	■	■	■	■	■	■						
Review Activity Plan						■	■	■	■	■	■	■	■	■	■	■	■	■	■						
Recruit resource (at risk)									■	■	■	■	■	■	■	■	■	■	■						
Draft Learning offer										■	■	■	■	■	■	■	■	■	■						
Test/Pilot learning offer											■	■	■	■	■	■	■	■	■						
Finalise Learning Offer											■	■	■	■	■	■	■	■	■						
Pilot History Access Point at other locations											■	■	■	■	■	■	■	■	■						
Review Digital offer											■	■	■	■	■	■	■	■	■						
Engagement with key stakeholders groups											■	■	■	■	■	■	■	■	■						
Consultation - on site and off site open day drop in sessions 1,2,3											■	■	■	■	■	■	■	■	■						

