

	<b>Culture&amp; (Youth &amp; Intergenerational Panel and commissions)</b>	<b>CoL Project management (commissions &amp; plaque fabrication)</b>
<b>July 2022</b>	<ul style="list-style-type: none"> <li>• Rewrite proposal</li> <li>• Early design ideas for plaques</li> <li>• Scope digital outputs</li> </ul>	
<b>August 2022</b>	<ul style="list-style-type: none"> <li>• Agree proposal and contract</li> <li>• Agree parameters for the intergenerational and youth panel</li> <li>• Reach out and meet with participant organisations/groups</li> </ul>	
<b>September 2022</b>	<ul style="list-style-type: none"> <li>• Draft panel callout letter</li> <li>• Approve panel callout letter</li> <li>• Reach out and meet with participant organisations/groups</li> </ul>	
<b>October 2022</b>	<ul style="list-style-type: none"> <li>• Agree Comms plan</li> <li>• Recruit intergenerational and youth panel members</li> </ul>	<ul style="list-style-type: none"> <li>• Hire freelance Project Manager</li> <li>• Draft report (CHL &amp; P&amp;R)</li> </ul>
<b>November 2022</b>	<ul style="list-style-type: none"> <li>• First intergenerational and youth panel meeting held - outline of project and role as participant Early ideas on the digital aspect of the project</li> <li>• Input on design brief</li> <li>• Write commissioning brief for poet (input from CoL)</li> <li>• Input on commission brief for Talking Statues</li> <li>• Appoint researcher/historian to draft plaque texts</li> </ul>	<ul style="list-style-type: none"> <li>• Draft design brief (in collaboration with Culture&amp;)</li> <li>• Early conversations with Historic England re Listed Buildings Consent (LBC) to agree acceptable mode of installation</li> <li>• CHL (14/11) and P&amp;R (17/11) Committee update</li> </ul>
<b>December 2022</b>	<ul style="list-style-type: none"> <li>• Second consultation group meeting - Poets brief</li> <li>• Assess designer returns</li> <li>• Assess interested parties for the poetry commission</li> </ul>	<ul style="list-style-type: none"> <li>• Appoint designer for the plaques in consultation with C&amp;</li> <li>• Assess interested parties for the poetry commission</li> <li>• Research ideas for delivery of QR links</li> <li>• Draft report (CHL)</li> <li>• Draft text for plaques</li> <li>• Write brief for Talking Statues partner (input from Culture&amp;)</li> </ul>
<b>January 2023</b>	<ul style="list-style-type: none"> <li>• Third consultation meeting - versions of the text and concept designs</li> <li>• Review concept designs</li> <li>• Appoint poet – contract drafted and signed</li> </ul>	<ul style="list-style-type: none"> <li>• Concept design options for plaques – consult internal teams</li> <li>• Talking Statues partner appointed in consultation with C&amp; – contract drafted and signed</li> <li>• CHL report deadline – 9 January</li> <li>• CHL (23/01) Committee update</li> </ul>

<b>February 2023</b>	<ul style="list-style-type: none"> <li>• Review Talking Statues scripts</li> <li>• Re-draft/amend texts</li> </ul>	<ul style="list-style-type: none"> <li>• Research and quote from fabricators (feasibility, cost &amp; installation)</li> <li>• First draft of Talking Statues scripts written and agreed in consultation with C&amp;</li> <li>• Draft report (CHL)</li> </ul>
<b>March 2023</b>	<ul style="list-style-type: none"> <li>• Review first draft Talking Statues content</li> <li>• Re-draft/amend texts</li> </ul>	<ul style="list-style-type: none"> <li>• CHL report deadline – 13 March</li> <li>• CHL (27/03) Committee update – text and concept design</li> </ul>
<b>April 2023</b>	<ul style="list-style-type: none"> <li>• Fourth consultation meeting - agree final texts and design, review Talking Statues scripts</li> <li>• Poem(s) complete</li> </ul>	<ul style="list-style-type: none"> <li>• Concept design progressed to detail design in consultation with C&amp;</li> <li>• Detail design (plaques)</li> <li>• Draft report (CHL &amp; P&amp;R)</li> <li>• Production of Talking Statues content</li> </ul>
<b>May 2023</b>	<ul style="list-style-type: none"> <li>• Fifth and final consultation meeting - ideas and submissions for QR links</li> </ul>	<ul style="list-style-type: none"> <li>• Detail design sign-off and artworking (plaques) in consultation with C&amp;</li> <li>• Webpage designed and digital outputs embedded</li> <li>• CHL report deadline – 8 May</li> <li>• CHL (22/05) Committee update – final text and detail design</li> <li>• Talking Statues content delivered</li> </ul>
<b>June 2023</b>	<ul style="list-style-type: none"> <li>• Evaluation meeting to feed back on the process and make recommendations for the future</li> </ul>	<p>If LBC required - submit application for LBC – 8-week approval time</p> <p>If LBC not required – production of plaques</p>
<b>July 2023</b>	<ul style="list-style-type: none"> <li>• Draft evaluation report</li> </ul>	<p>If LBC required – 8-week approval time</p> <p>If LBC not required – install plaques, test QR links, unveil plaques</p>
<b>August 2023</b>	<ul style="list-style-type: none"> <li>• Deliver evaluation report</li> </ul>	<p>If LBC required – LBC granted – production of plaques can begin</p>
<b>September 2023</b>	<ul style="list-style-type: none"> <li>• Thank you event for participants and plaques open to public</li> </ul>	<p>If LBC required – install plaques, test QR links, unveil plaques</p>