

Task	Start Date	Completion Date	Responsible Owner
Stage 1 Preparation and Agreement			
Letter to project partners to agree funding contributions	16-12-15	22-12-15	Steve Oates
Prepare Communications Plan	16-12-15	8-1-16	Steve Oates & Sarah Parker
Minutes of Project Group meeting 8-12-15	14-12-15	18-12-15	Ali Thompson
Agree workshop consultation plan with internal officers	18-12-15	18-12-15	Steve Oates
Prepare schedule of research for Steering Group meeting on 7-1-16	18-12-15	7-1-16	Steve Oates
Prepare schedule of anticipated external consultancy requirement for Steering Group meeting on 7-1-16	18-12-15	7-1-16	Steve Oates
Engagement with potential external contractors and consultants	20-12-15	31-5-16	Steve Oates
Steering Group meeting	7-1-16		
Stage 2 Research and Consultancy			
Prepare briefs and commission baseline research	22-12-15	31-3-16	Steve Oates/Kim Pellett
Prepare briefs and commission research into other comparable towns and cities	18-12-15	29-1-16	Steve Oates/Kim Pellett
Baseline research – Residents and workers		15-7-16	Steve Oates/Kim Pellett
Baseline research – Visitors		31-8-16	Steve Oates/Kim Pellett
Comparable town research complete		8-7-16	Steve Oates/Kim Pellett
Retail Trends Study		15-7-16	Steve Oates/Kim Pellett
Chi University Student Research		13-5-16	Steve Oates
Physical Audit		8-7-16	Steve Oates & external consultant
Stage 3 Vision Work			
Project Group workshop meeting to discuss and agree themes and scope		22-1-16	Ali Thompson
Press release on launch of project			Sarah Parker
Workshops – participation phase	26-2-16	16-3-16	Ali

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Three workshops over three weeks. (Seek, generate and collate ideas, new thinking and proposals)			Thompson/ Kim Pellett
Project Partners Group to review output from Participation Workshops and to agree themes and proposals for first draft		11-4-16	Steve Oates
Undertake review and analysis of previous plans and strategies affecting the City Centre	1-2-16	30-4-16	Steve Oates/Kim Pellett
Draft initial principles and projects	18-4-16	12-5-16	Steve Oates
Project Partners Group meeting review initial principles and projects	9-5-16	9-5-16	Steve Oates
Steering Group meeting	12-5-16	12-5-16	
Stakeholder consultation	16-5-16	26-5-16	Steve Oates
Prepare First/Consultation Draft	23-5-16	31-7-16	Steve Oates & external consultant
Project Partners meeting	20-6-16	20-6-16	Steve Oates
Steering Group meeting	21-6-16	21-6-16	
Report to OSC – Report on X Drive	17-6-16	17-6-16	Steve Oates
CDC OSC	5-7-16	5-7-16	Steve Oates
Project Partners Group to review Draft Vision	28-7-16	28-7-16	Steve Oates/ Ali Thompson
Revisions to Consultation Draft	1-8-16	2-9-16	Steve Oates& external consultant
Prepare Consultation materials	1-8-16	30-9-16	Ali Thompson/ Steve Oates/ external consultant
Steering Group meeting	11-8-16	11-8-16	
Report to Cabinet – Report on X Drive	11-8-16	11-8-16	Steve Oates
CDC Cabinet	6-9-16	6-9-16	Steve Oates
Partners board/committee approval of Consultation Draft	11-8-16	23-9-16	Diane Shepherd
CCC Meeting	7-9-16	7-9-16	
Project Group and Steering Group meetings	19-9-16	30-9-16	Steve Oates
Public Consultation and responses to consultees comments	29-9-16	10-11-16	Steve Oates & Kim Pellett
Report to OSC – Report on X Drive	28-10-16	28-10-16	Steve Oates
Complete Chichester Vision final draft	1-11-16	30-11-16	Steve Oates & external consultant
CDC OSC	10-11-16	10-11-16	Steve Oates
Final Vision approved by Project	21-11-16	3-12-16	Steve Oates

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Group and Steering Group			
Report to, and adoption by, Cabinet: 1. Draft report to CMT 2. Final report in X:drive 3. Cabinet meeting date		8-12-16 13-12-16 10-1-17	Steve Oates
Report to, and adoption by, partner authorities and organisations	1-12-16	31-1-17	Diane Shepherd
Vision completed, printed and published		31-1-17	Steve Oates
Stage 4 Engagement and Implementation			
Implementation of Delivery Plan (Section 4 of Vision)	10-1-17	Ongoing	Steve Oates
Launch of Vision		TBC	
Establishment of Delivery Team and/or appointment of Delivery Executive	1-12-16		Diane Shepherd/ Steve Oates
Further engagement to be confirmed after completion and on consideration of the final Vision			