East Worlington Parish Hall Heritage Project - Conservation and Celebration: A Century of Serving Our Community as a Parish Hall - HLF OH-16-04660HLF
Project Activities Plan

Ref.	Code	Element	Start Date	Completion Date	What	How	Where	Who	Who for	What Achieved
18	G	Governance	Jan-18	Mar-18	Create a Good Governance Guidance pack for new East Worlington Parish Hall Trustees	Research 'Good Governance' resources and produce a referenced information pack for new Trustees for East Worlington Parish Hall	Research and drafting undertaken within local residences; drafted work discussed, shaped and approved by Trustees in EW Parish Hall	Trustees SB	All potential and new Trustees	Good practice governance by Trustees
11	G	Governance	Aug-17	Dec-18	Promotion - volunteering and the role of Trustees	Open communication and publicity about the work of Parish Hall Trustees	Use of publicity opportunities within the parish and neighbouring areas	Publicity and Communications Group - SB	All potential and new Trustees	Succession planning and recruitment of Trustees to sustain governance
4	M	Project Management	Jan-17	Dec-18	Management of Heritage Project	Project overview, leadership and co-ordination, monitoring, evaluating reporting	East Worlington Parish - various venues	Heritage Project Management Team	All project volunteers, contractors and all project beneficiaries	All project outcomes achieved.
5	M	Project Management	Aug-17	Jan-18	Project Management: Conservation & Improvement Element	Project management of Conservation and Improvement Element	East Worlington Parish Hall	CIM Team – Conservation Project Manager	Management of contractor and volunteers engaged in conservation work.	Conservation and Improvement Project Plan achieved
7	M	Project Management	Aug-17	Dec-18	Project Co-ordination: Research and Learning Element	Leadership and co-ordination of activities in Research and Learning	East Worlington Parish - various venues	Element Co-ordinator - SB	Community volunteers. Worlington Heritage Group. East Worlington Primary School. Chulmleigh Community College	Research and Learning elements successfully co-ordinated and managed
8	M	Project Management	Aug-17	Dec-18	Project Management: Digital Output	Manage and lead implementation of all action linked to digital outcomes	East Worlington Parish - various venues	Element Lead - MB	Project teams	Research, Learning and Conservation Project information available, in digital format, on-line
9	M	Project Management	Aug-17	Dec-18	Project Publicity, Promotions and Communication	Manage and implement the Promotions and Communications Strategy	East Worlington Parish - various venues	Promotions and Communication Team	General public will have access to relevant and current information	General public will be well informed about the project and the learning
27	M	Project Management	Apr-18	Dec-18	Parish Hall Heritage Sustainability: Business Improvement	Manage Business Improvement Strategy and contribute to Trustees business planning	East Worlington Parish - various venues	Business Improvement Team - SB	Managers of the Parish Hall. Benefit to the whole community and all users	The Parish Hall will have increased its income and usage to achieve long term sustainability
10	M	Project Management	Aug-17	Dec-18	Project Review and Evaluation	Data and evaluation evidence collection, monitoring and report writing.	East Worlington Parish - various venues	Project Management Team	All stakeholders	All stakeholders will be well informed about the achievement of the project and its impacts
1	C	Conservation	Jan-17	Dec-17	Building conservation and improvements - design	Architect design	East Worlington Parish - Architects Venue	JH	Trustees for decision-making, Chartered Building Surveyor for specifications, Contractor for implementation	A conservation design and plan to enable the conservation project to be implemented
2	C	Conservation	Jan-17	Dec-17	Building conservation and improvements - specifications	Chartered Building Surveyor work	East Worlington Parish - Chartered Building Surveyor Venue	RB	For contractors	Three estimates to be provided and plan for contractor implementation
6	C	Conservation	Aug-17	Dec-17	Building conservation and improvements - Implementation	Conservation and improvement work to building as per-specification	East Worlington Parish Hall	Contractor	Trustees, benefit of all users and hirers of Parish Hall	Conservation work will be undertaken and planned outcome achieved
3	C	Conservation	Jan-17	Dec-17	Permissions and Approvals	Apply for and secure - Listed Building Consent	East Worlington Parish - Chartered Building Surveyor Venue	RB	North Devon Council	Listed Building and Building Control permissions in place

19	R	Research	Jan-18	Jun-18	Community celebrations in past 100 Years: e.g. Royal events - investitures, birthdays, length of reign, etc. ; Significant events - end WW2 etc.	Research Parish Hall minute records, finance records, press cuttings, local memories, photographs, etc.	East Worlington Parish - various venues	Research and Learning Groups	Community / School Pupils / General Public	Evidence and documentation recording research findings maintained in an archive
12	R	Research	Aug-17	Jun-18	Evolution of the building as a facility	Research Parish Hall minute records, finance records, press cuttings, local memories, photographs, etc	East Worlington Parish - various venues	Research and Learning Groups	Community / School Pupils / General Public	Evidence and documentation recording research findings maintained in an archive
20	R	Research	Jan-18	Jun-18	Research and secure evidence to demonstrate the Parish Hall supporting: community cohesion and inclusivity; community infrastructure e.g meetings; education and learning; social well-being; physical well-being; culture and the arts; interest groups and organisations.	Research Parish Hall minute records, finance records, press cuttings, local memories, photographs, etc	East Worlington Parish - various venues	Research and Learning Groups Digital Output Group	Community / School Pupils / General Public	Evidence and documentation recording research findings maintained in an archive
21	R	Research	Jan-18	Jun-18	Record, reference and index all research findings	Keep an electronic and hardcopy record of all findings with references	East Worlington Parish - various venues	Research and Learning Groups Digital Output Group	Community / School Pupils / General Public	Evidence and documentation recording research findings maintained in an archive
15	R	Research	Sep-17	Dec-18	Secondary school student engagement in research with local history associated with the project	As part of curriculum specific local history unit students conduct their own research	Chulmleigh Community College	CM; Chulmleigh Community College	Chulmleigh Community College Students	Evidence and documentation recording research findings maintained in an archive
22	R	Research	Jan-18	Apr-18	Secondary school student engagement in research with local history associated with the project	As part of curriculum students to research the types of food/produce that would have been originally made in rural kitchens in Devon	Chulmleigh Community College	CM; Chulmleigh Community College	Chulmleigh Community College Students	Evidence and documentation recording research findings maintained in an archive
28	R	Research	Apr-18	Dec-18	Primary school pupils engagement in research with local history associated with the project	Pupils research special events, festivals and celebrations over 100 years in the community	East Worlington Primary School	LG; East Worlington Primary School	East Worlington Primary School Pupils	Evidence and documentation recording research findings maintained in an archive
16	L	Learning	Sep-17	Apr-18	Research Skills Development	Workshop / teaching session on research skills. Using research skills in project implementation	East Worlington Parish Hall and East Worlington Parish various venues	CM	School Pupils / Students. Project Research Volunteers	Improved skills and improved research outcomes
29	L	Learning	Apr-18	Dec-18	Share learning through hardcopy documentation	Use learning through research to produce documents sharing learning achieved through the project	East Worlington Parish - various venues including production in volunteers' homes and Public Access in Parish Hall	Learning Project Group	Members of the Community and other interested people within wider General Public	Publicly accessible hardcopy version of research findings in learning format
33	L	Learning	Jul-18	Dec-18	Share learning through exhibitions and displays	Provide exhibitions and displays in Parish Hall	East Worlington Parish Hall	Learning Project Group	Members of the Community and other interested people within wider General Public	Community / general public are better informed through displays of research findings
34	L	Learning	Jul-18	Dec-18	Share learning through talks and presentations	Provide talks and presentations for local community and others	East Worlington Parish Hall	Learning Project Group	Members of the community and other interested people	Community / general public are better informed through organised talks and presentations
17	L	Learning	Sep-17	Apr-18	Learning to use Digital Technology	Drawing on local expertise to offer guidance and coaching; Applying learning in project implementation	East Worlington Parish - various venues including Parish Hall and volunteers' homes	MB; Project Teams	Members of the Project Team / Volunteers	Community / general public are better informed through online access to information

36	L	Learning	Nov-18	Dec-18	100 years Celebration Events	A celebration exhibition and community learning event	East Worlington Parish Hall	Project Teams	Members of the community	Community organised celebration event with displays and talks as a publicly recorded event to share with future generations
31	L	Learning	May-18	Jul-18	Students devising, planning and presenting learning about local history	Link from research - produce an exhibition for local people	East Worlington Parish Hall / Chulmleigh Community College	CM; Chulmleigh Community College	Members of the Community, Other Students, Parents, School Staff	A display /event of learning by students
32	L	Learning	May-18	Jul-18	Community event run by students where people are invited to sample traditional recipes, based on research	Link from research - produce some recipes in the traditional way and prepare and serve them for tasting	East Worlington Parish Hall / Chulmleigh Community College	CM; Chulmleigh Community College	Members of the Community, Other Students, Parents, School Staff	An event sharing learning and sampling food associated with activity learning outcomes
30	L	Learning	Apr-18	Jul-18	Living History – Devon Dairy School	Learning about Devon Dairy School Living Day – Life in a Dairy School	East Worlington Parish Hall / East Worlington Primary School	LG; East Worlington Primary School	Pupils at East Worlington Primary School	Pupils experience life in a Devon Dairy School.
35	L	Learning	Oct-18	Dec-18	A Rural Kitchen at Harvest Time – Celebration in Hall of Harvest	Research into traditional harvest food and preparing harvest meal for parents and community	East Worlington Parish Hall / East Worlington Primary School	LG; East Worlington Primary School	Pupils at East Worlington Primary School, parents and members of the community	Celebration of rural life through a traditional Harvest Food event
23	D	Digital	Jan-18	Dec-18	Electronic timeline on Worlington Heritage Website	Create the digital facility and add content	East Worlington Parish - various venues	MB; Digital Output Group; Research and Learning Groups	General Public information	The evolution of the Hall over the last 100 years will be available in digital format
24	D	Digital	Jan-18	Dec-18	Heritage photographic on-line gallery	Create the digital facility and add content	East Worlington Parish - various venues	MB; Digital Output Group; Research and Learning Groups	General Public information	A photographic gallery recording the evidence of the use of the Hall will be available in digital format
25	D	Digital	Jan-18	Dec-18	Local Traditional Recipes On-line	Recipes from research element of project accessible from website	East Worlington Parish - various venues	MB; Digital Output Group; Research and Learning Groups	General Public information	Local recipes associated with the research element will be displayed in digital format
26	D	Digital	Jan-18	Dec-18	Information pages based on research and investigations	Add information to website	East Worlington Parish - various venues	MB; Digital Output Group; Research and Learning Groups	General Public information	All information gained through research in an electronic archive
13	D	Digital	Aug-17	Dec-18	Project Blog	On-line diary record of the project	East Worlington Parish - various venues	Project teams	General Public information	Electronic archive achieved. Public well informed about the project and shared learning
14	D	Digital	Aug-17	Aug-18	Using Social Media to share information and learning	Maintain Heritage Facebook and Twitter accounts and use to share information and learning	East Worlington Parish - various venues	Project Publicity, Promotions and Communications Group	General Public information	Public well informed about the project and shared learning