

**BUXTON TOWN TEAM
PROJECT PROPOSAL FORM**

1. Name of Project: **Beautifying Buxton: The Big Buxton Spring Clean**

2. Brief Description:

A spring clean of the whole town in preparation for the Buxton Spring Fair 2014.

This is a preliminary to a larger project which would focus on enhancing key areas e.g. installing scientific puzzle sculptures, pavement/wall art, considering re instituting 'Buxton in Bloom' etc.

3. Aims:

(Specify exactly what the project is intended to achieve. This must fit in with Town Team objectives)

To tidy and clean premises, signs, street furniture etc. in readiness for the Spring Fair and the summer festivals and encourage building owners to do a bit of painting where needed

To encourage a sense of pride, ownership of and responsibility for the town

To raise the profile of Buxton Town Team

To engage with existing, and to recruit new, members

4. Detail of what is involved:

(The more detail you can give the less chance of queries and consequent delay)

Contact HPBC Town Cleaning Team to check what is already done

Plot areas on town map which need particular focus by recruiting 'grot spotters'

Advance media activity to raise awareness and call for recruits (businesses who will 'polish up their premises') and volunteers

Contact schools, colleges and voluntary bodies for volunteers

Contact key businesses in town to request their participation

Contact the Post Office to determine who is responsible for maintenance and painting of post boxes

Find out who is responsible for parking meters, telecoms boxes, electrical boxes etc and request that they clean them up

Co-ordinators of cleaning tasks may be required – especially on the main Spring Clean Day

5. Alternatives Considered:

(If there were other ways of going about the project, why did you reject those and choose this?)

None relevant.

6. Timescale:

(Specify start date, completion date and any particularly important dates along the way)

To start planning with immediate effect.

by end Jan - recruit 'grotspotter' team and allocate areas

by end March - finalise list of work needed

Saturday 12th April 2014 - Main Spring Clean Day

Thursday 17th April - Clean to be completed.

7. Expenditure:

(Give full breakdown of estimated costs, whether firm quotations or level of accuracy; indicate timing)

None envisaged.

We anticipate editorial not advertising. Cleaning materials and any equipment needed will be sourced as donations in kind, and all labour will be voluntary.

8. Income:

(Is there any scope for generating revenue for the Town team, if so please specify)

None identified.

9. Other Organisations:

(If this is a joint project, what other organisations are involved and how?)

The project will be co-ordinated by Buxton Town Team, however Buxton Rotary, Vision Buxton and Pavilion Gardens have already voiced support. We hope also to recruit the schools, University students and other organisations to provide volunteers on the day.

10. Funding offered from elsewhere:

(If other organisations are willing to contribute - how much, what for, any provisos?)

No expenditure anticipated. We will seek donations of cleaning materials if required (but water and elbow grease will probably be sufficient)

11. Project Team Leader: Tina Heathcote

(The leader is responsible for delivering the project on time and within budget, and for regular progress reporting)

12. Other Project Team Members:

(List everyone who is working on this project, and their specific role if any)

Janine Morris - providing mapping of zones for individuals to monitor

Janet Miller

Rachel Hoodith

Several more people have offered practical support and will be recruited formally once the project has been adopted by the Town Team Directors.

13. Skills Check:

(Refer to Appendix. List all the skills this project will need and indicate who on the team has them)

Project management – Tina

Media relations - Tina

Links with retailers and other businesses - Rachel

Links with schools, university and voluntary groups - ???

Risk Assessment - ???

Insurance must be considered by the Directors and project team but additional cover should not be required as people will be volunteering and, it will be made clear, at their own risk

14. Success Criteria:

(How will you measure the success of the project?)

A brighter, cleaner Buxton - before & after pictures that demonstrate this

Positive media coverage and calls for it to be an annual 'event'

Positive feedback from retailers and other businesses and some commitment to maintaining their patch

Increased membership of Buxton Town Team

Ongoing focus on maintaining impetus

15. Any other Relevant Information:

This is not envisaged as a complex project; it is more about motivating people to safely and legally 'do their own thing on their own patch'.

Adopted as a Town Team Project:

Signed by



On behalf of the Town Team Board

Agreed Budget: £ 0.

Date:

19/01/14.