

**BUXTON TOWN TEAM
PROJECT PROPOSAL FORM**

1. Name of Project: Beautifying Buxton: The Big Buxton Spring Clean (& Railing Clean)

2. Brief Description:

A spring clean of the whole town in preparation for the Buxton Spring Fair 2015 and 'Buxton in Bloom'.

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, Buxton in Bloom, the summer festivals etc. with particular focus in 2015 on signage and street names.
To work with schools, the college and the university to clean the railings around the Pavilion Gardens
To encourage a sense of pride, ownership of and responsibility for the town
To raise the profile of the 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)
Refer back to the 2014 event to determine processes
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
Co-ordinators of cleaning tasks will 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 March - recruit grotspotter team and allocate areas and finalise list of work needed
w/c Monday 20th April - request to shops and businesses to undertake their Spring Clean
Saturday 25th April 2014 - Main Spring Clean Day from 10.00 am until 12.00 meeting at Turner's Memorial
Tuesday 28th April Railing Clean

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 we anticipate support from Buxton Rotary, Vision Buxton and Pavilion Gardens. All Buxton schools, except for one, are already 'signed up' and will be working with students from the college of FE – a total of 150 students so far. Those University students who are available (exams etc.) will be encourage to help on the day.

10. Funding offered from elsewhere:

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

Little expenditure anticipated. Will seek donations of cleaning materials if required (but water and elbow grease will probably be sufficient). Will seek donations for brushes for Railing Clean (these were not initially supplied in 2014, just cloths and green scrubbers, but some brushes were purchased during the day to good effect)

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)

Helen Davison liaising with schools and college

John Estruch 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 schools, university and voluntary groups – Helen Davison

Links with retailers and other businesses - ???

Risk Assessment – in place from 2014 and will be reviewed for currency

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 repeated annually

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:

Agreed Budget: £ _____

Signed by 

Date: 18/03/15

On behalf of the Town Team Board