

**BUXTON TOWN TEAM
PROJECT PROPOSAL FORM**

1. Name of Project: **Talking Signposts 2014**

2. Brief Description:

Provide informed members of the Town Team and other volunteers at one or two strategic points in the town to direct visitors to places of interest and to provide other local information.

3. Aims:

To enhance the visitor experience by ensuring that they find their chosen destinations.
To suggest visits to key features and parts of the town which they might otherwise not see.
To provide information about activities and events in the town.
To maximise "visitor spend" by introducing them to events and shops which they might otherwise miss.
To extend similar help to local residents who need and request such guidance.

4. Detail of what is involved:

The 'Talking Signposts' will be deployed through July and August, whenever there are volunteers available. They will cover up to 6 hours a day, working two hour shifts. The primary location will be near the Turner Memorial, but if more than one volunteer is available the second can meet trains at the station, or be located in a different place.
Volunteers will be recruited from the members of Buxton Town Team, those who took part in last year's trial and via contacts with other voluntary organisations. They will be briefed in advance and provided with relevant information, maps, guides, programmes and so on. They will be provided with Town Team 'branding' and also be clearly identified as being there to give tourist information.

5. Alternatives Considered:

Maps and signposting are the only other options, but whether temporary or permanent, are far more expensive. The personal nature of the Talking Signpost scheme also did go down well with its users.

6. Timescale:

By 15th June: set up rota sign-up system and start to recruit volunteers
w/c 23rd June: briefing meeting for volunteers
5th July to 31st August: Talking Signpost service in operation

7. Expenditure:

Costs have been identified as:
Make three more tabards and extra logoed bag: £25
Produce Tourist Information sign: £15
Two 'clickers': £20
Two notebook: £5
Total cost therefore around £65, and most items will be able to be used for other projects in future.

8. Income:

None identified.

9. Other Organisations:

Additional individual volunteers will be recruited from the membership of other groups within the town, but there will no formal partnership.

10. Funding offered from elsewhere:

None.

11. Project Team Leader: Tina Heathcote

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

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| <p>12. Other Project Team Members: Town Team members involved to date: Janet Miller, Helen Davison, Gina Sheppard, Wendy Wardle, Philip Barton, Kathryn Barton, Andy Parker, Margaret Charlton, Adrian Brown.</p> | |
| <p>13. Skills Check: Project management - Tina Links with other organisations - Tina, Adrian, Helen Press releases and other publicity - Tina, Janet, Andy</p> | |
| <p>14. Success Criteria: We recruit at least as many volunteers as last year At least 80% of the planned shifts are staffed, with at least one volunteer on each The average numbers of enquiries per shift is at least as high as last year Feedback from visitors about the service is positive The scheme is covered by the relevant local media The volunteers report back positively and are willing to do it again</p> | |
| <p>15. Any other Relevant Information: The concept was trialled for two weeks over the Buxton Festival period in July 2013, with 21 volunteers covering 41 two hour shifts over the Festival Fortnight. Around 700 enquiries were dealt with in this period (an average of 17 per shift), with a full record kept of these. The trial was agreed to have been very successful, but it was noted that most users were general visitors, and not in Buxton for the Festival.</p> | |
| <p>Adopted as a Town Team Project:</p> | <p>Agreed Budget: £65</p> |
| <p>Signed by</p>  | <p>Date: 16/06/14</p> |
| <p>On behalf of the Town Team Board</p> | |