

**BUXTON TOWN TEAM
PROJECT PROPOSAL FORM**

1. Name of Project: Buxton in Bloomin' Winter

2. Brief Description:

Decorate the town for the winter season, using greenery and home-made decorations, incorporating a Christmas Carnival Parade on Saturday 3rd December.

3. Aims:

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

The aims are, and to engage a wide sector of the community in taking responsibility for doing this.

- to brighten up the town for the winter
- to involve the a range of community groups in a project throughout the town
- to encourage a sense of pride, ownership and responsibility for the town
- to raise the profile of Buxton Town Team and recruit new members.

4. Detail of what is involved:

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

We will define locations around town to be decorated - prominent railings, town entrances, lamp-posts and trees - and allocate them locations to community organisations and other groups. We will run workshops and provide templates for making decorations from recycled materials. These will be strung up in the deciduous trees, railings will be decorated with evergreens and red ribbon/tinsel. The Bloom flower pot people will be brought out and suitably attired for winter. If funding is obtained, we will install 'Welcome to Buxton in Winter' banners. We will arrange with the council to add daytime decorations to their Christmas trees. We will ask local businesses to decorate their premises. The decorating will be done on the morning of Saturday 3rd December and the preceding week.

The Christmas Carnival Parade will take place from 4pm on Saturday 3rd December, through Spring Gardens, the Slopes, the Market Place and the Pavilion Gardens. There will be a Peter Pan theme and people will be encouraged to dress up. The procession will incorporate the Buxton Sparkles willow lanterns, as well as bands, choirs and the Rotary Club Singing Santas. At key points we will pause to be entertained by local musicians and join in seasonal songs. In the Gardens, the children's train will be operating, Peak Paddlers will be illuminated on the lake, Buxton Sparkles will have installed illuminated sculptures, hot drinks and food will be available.

On Saturday 7th January - The Big Buxton Undress - groups will dismantle their decorations and store for the following year or dispose of them.

5. Alternatives Considered:

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

None considered.

6. Timescale:

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

August - apply for a grant from the Big Lottery Celebrate fund

September - advertise the event and start recruiting organisations and groups to join us

October - issue templates and start holding workshops

November - devise songs and songsheets, continue with publicity and workshops

3rd December - decorate the town and hold the Christmas Carnival parade

7th January - the Big Undress, take down the decorations and store for following years

7. Expenditure:

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

If funding is obtained from the Big Lottery, the cost estimate is as follows:

Baubles, red ribbon etc	£530
'Welcome to Buxton' banners, including cost of hanging them	£1,000
Other advertising banners to go on railings	£450
Costume hire (Crocodile etc)	£60
Printing song sheets	£200
General publicity fliers	£100
Other materials - for bunting, puppets, wire, tape etc	£200
LED light strings to identify marshals	£50
Total funding applied for	£2590*

If Big Lottery is not available, the project will be adjusted - no banners and minimise external costs. Minimal decoration of the town and Christmas trees, with a parade, could be done at a total cost under £300. We will apply to other potential funders eg Waitrose Community Matters for support.

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?)

Buxton Sparkles are very involved in the project, particularly as regards the carnival parade; they are organising constructing the willow lanterns and the events in the gardens.

Buxton Markets will be holding their Christmas Market (late opening) on Saturday 3rd December.

We will be organising the event with support from HPBC. We are approaching other community groups (WI, High Peak Borough Council; Buxton Opera House; Buxton Festival Fringe; Vision Buxton; Buxton Civic Association; Buxton Lions; Buxton Well-Dressing & Carnival Committee; Buxton & District U3A; Buxton Soroptimists; Churches Together; Scouts & Guides; Peak Paddlers; St John Ambulance; Buxton Rotary Club) as well as various choirs, bands, and individual musicians. We also hope to involve Schools and PTAs; University of Derby Buxton; Buxton & Leek College.

10. Funding offered from elsewhere:

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

In addition to the Big Lottery grant application, we anticipate that donation in kind will include:

PA system and transport; metal frames to hang decorations from lamp posts; flags, hats and give-aways; gift boxes and other decorations to hang in trees; greenery for decorations; costumes; lantern making materials; workshop space.

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)

Andrea Lewis, Janet Miller, Richard Lower, Keith Savage, Ellen Wooliscroft, Viv Marriott, Suzanne Pearson, Andy Parker; others may be recruited.

13. Skills Check:

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

Press releases, Radio interviews - Tina, Andy

Graphic design - Janet, Andy, Suzanne

Cost Control, Project Management - Tina, Janet

Health & Safety, First Aid, Licencing - Richard

Good Links with Retailers and businesses, Community Groups - Janet, Tina, Andrea, Richard, Ellen, Keith

Good links with Buxton Markets - Janet, Tina

Good links with Young people, Schools, University - Tina, Andrea, Viv

Good links with Festival Fringe, Musicians, Entertainers - Keith, Tina, Andrea, Janet, Suzanne

14. Success Criteria:

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

- The project is delivered on time and within budget
- Key areas of the town (Spring Gardens, Quadrant, Crescent, Market Place, Slopes) are decorated
- Additional decorations are added to the HPBC Christmas trees
- At least 50% of the summer flowerpot people come out for the winter
- The carnival parade takes place and is well attended
- A wide range of other community groups take part in the project
- We get good, positive media coverage
- Feedback from participants and the general public is positive, with calls for it to be an annual event.

15. Any other Relevant Information:

This project was originally envisaged as part of Buxton in Bloom 2016, but as it largely involves different people, it was felt would be better as a separate project.

Adopted as a Town Team Project:

Signed by



On behalf of the Town Team Board

Agreed Budget: £500

but aim to spend much less

Date:

21/09/16.