Note: This document was reviewed by the Pipers Area Residents’ Association (PaRa) on 13/5/2013 with Cllrs Watts and Bluh, Mark Walker (SBC) and PC Tim North in attendance and suggested amendments have been incorporated.

Kareen Boyd

Deputy Chair, PaRa Deputy Chair. 14/5/2013

In December 2012, PaRa began investigation into what became the Old Town Clean Up + on April 28th 2013 at which 75 people participated in clean up and planting for 2 hours. It is being seen as a great success and was great fun on the day. *Our aspirations have inspired others to want to be involved in ongoing activity.*

Key to any project is management of budget, scope and delivery. In the OTCU+ we established the delivery date, agreed the resources and then changed the scope prior to and on the day. As this was an inaugural activity the team pulled out all the stops in order to meet the deadline resulting in much effort being expended in a short time frame.

For future events, let’s make the routine of delivering community benefits a routine and repeatable process by reviewing what we have learned and what we might do differently and better for the next activity. In doing so we should be able to build in contingency for the ‘unexpected’.

In simple terms we need a process with allows us the flexibility to have the basics in place and vary the scope based on a change in budget (in support of aspiration) whist working to a fixed delivery date.

**The Core Team**

|  |  |  |
| --- | --- | --- |
|  **ORGANISATION**  | **REPRESENTATIVE**  | **KEY LEARNINGS**  |
| SBC  | Mark WalkerLocalities and SCS liaison risk management  | Role needed as Single point of contact from the outset |
| SBC Councillor | Nadine WattsLocalities and SCS liaison  funding  | Role Needed  |
| Para  | Carole Bent : fundraiser and community/business engagement  | Role Needed |
|  | Linda Kasmaty , horticultural expert | Role Needed |
|  | Susanne Webb , finance  | Role Needed |
|  | Kareen Boyd, planner and risk management  | Role Needed |
| Old Town Business Group  | Marilyn Fitzgerald  | Involve from the outset  |

 **Lesson 1: Establish the Scope**

* Be clear on what we are trying to achieve and when
* Identify the stakeholders and get them on board from the outset
* Be clear on what we can/cannot do ( eg., paint or clean private buildings of grafitti)
* Establish the core scope, then the expansion options and what each will cost ( time, money etc.,)
* Establish a forward maintenance plan
* Establish how and when to advertise and invite participation

**Lesson 2: Establish the schedule**

* Backward schedule from the delivery date
* Identify the key resources and get stakeholder support from the outset ( e.g., SBC/SCS/OTBG..) to ensure that locality hours are booked well in advance ( leadtime is ~ 3months)
* Identify the critical path (what must be done in what sequence) to establish how long the plan will take to execute.. then review at scope
* Get the red tape out of the way up front and ensure that funding is in place for Public Liability Insurance ( *note: Cllrs Watts/Bluh have take the action to check the options on cover for Residents’ Associations*)
* Identify the mandatory tasks , Health & Safety/ Risk Assessment/Public Liability, resolve these up front to optimise resource
* Identify the media and audience for communication
* Regular project meetings to review status

**Lesson 3: Establish the budget**

* What is the bare minimum required to complete endeavours such as these?
* How much resource is needed, in voluntary/paid man hours?
* How much money is needed to buy goods/services?
* Is there a starting pot?
* How does the budget influence the scope , eg., with £500/50man hours + £250 in the pot we could do this?

**Lesson 4: Community engagement for Our Old Town**

* Communicate our Ethos
* Involvement of local businesses is key
* Establish the contributions sought ( £50 ceiling a master stroke)££ /cakes on the day/drinks/ plants from your garden
* Establish the target audience and let them know what they can do/bring/contribute on the day or before
* Identify the communication media and schedule
* Newsletters, Flyers, press worked
* Links with other groups e.g., Swindon Web/Link/Cubs etc..

**Lesson 5: Get the right team in place at the outset**

* Be realistic about the resource needed to commit, e.g., PaRa resource approx 150 man hours ( ~ 4 man weeks)
* Ensure that SBC/SCS commitment is in place at the appropriate level
* Establish the key players eg., SBC/SCS/OTBG

**Lesson 6: At the event**

* Clear process for registration and H&S etc.,
* Clear plan of events and who is in charge of what
* Offer sustenance at the start and at the end ( good feedback during chats)
* Have a mechanism for gathering feedback and input for next events
* Have a contingency plan in the event that activity expands or contracts due to numbers or weather

**Next Steps**

* Collate feedback from this discussion
* Establish an outline plan proposal for our next event ( when again the outcome would be reviewed)
* Starting budget of approx. £500

**Status update on SBC/SCS streetsmart work identified as part of the OTCU+**

1. Graffiti on two grit bins at the top of Clifton Street, on the junction with Kingshill DONE
2. Graffiti on traffic light grey box outside 117 Bath Road DONE
3. Sign post leaning opposite The Kings Hotel, Wood Street. Please could this be checked. Also the lettering on the signs isn't clear. Would it be possible to get the lettering repainted so that it stands out. NOT DOING
4. Broken drainage conduit between 39 & 41 Bath Road. DONE
5. Hole in drain cover outside Headstart Tuition on Devizes Road ON PRIVATE PROPERTY
6. Blocked gully at start of Wood Street (when you enter Wood Street from The Goddard Arms side, it is just on the left hand side. Outside where the shop Mooki used to be. There is a long grill going to a drain which is blocked) DONE
7. Outside the Co-Op on Newport Street, there are 3 empty tree grills. I don't know how long they have been empty. I wondered if there were any plans to get some new trees here?
8. Bollards and and barriers to be repainted in Wood St DONE
9. Barriers and bollards to be removed DONE
10. Joiner Lane post to be removed DONE
11. Devizes Rd bollards TO BE DONE TODAY

**Other tasks identified as part of the OTCU+ on April 28th 2013.**

1. 38 Devizes Road has a large hedge overhanging the pavement, not sure if council can do anything about this.
2. Bin outside 42 Devizes road is broken and needs replacing.
3. Lots of cigarette butts on the floor and especially outside Betfred shop on Devizes road so wondered if a bin could be put there.
4. Bicycle parking at the end of Wood street/Devizes road could do with a tidy up and paint.
5. A member of the public said there could be more bins in Old Town.
6. The drain outside of the Co-Operative funeral directors on High street is very full of leaves and litter and needs clearing out.
7. Lots of "weeds" at the bottom of walls on the pavements, again not sure if this is the householders/businesses responsibility or the councils.
	1. SCS update : With regards to the weeds in the highway, I can confirm there will be a borough wide weed spraying program starting at the end of this month. The program takes between 6-8 weeks to complete and can be delayed by the weather, although the plan is to start with the Town Centre and Old Town. It’s a contact herbicide with no residual effect so it’s vital to make sure all weeds are in full vigorous growth (Full leaf cover) for this to work successfully.

 A plan has still to be agreed on the remainder of this list.