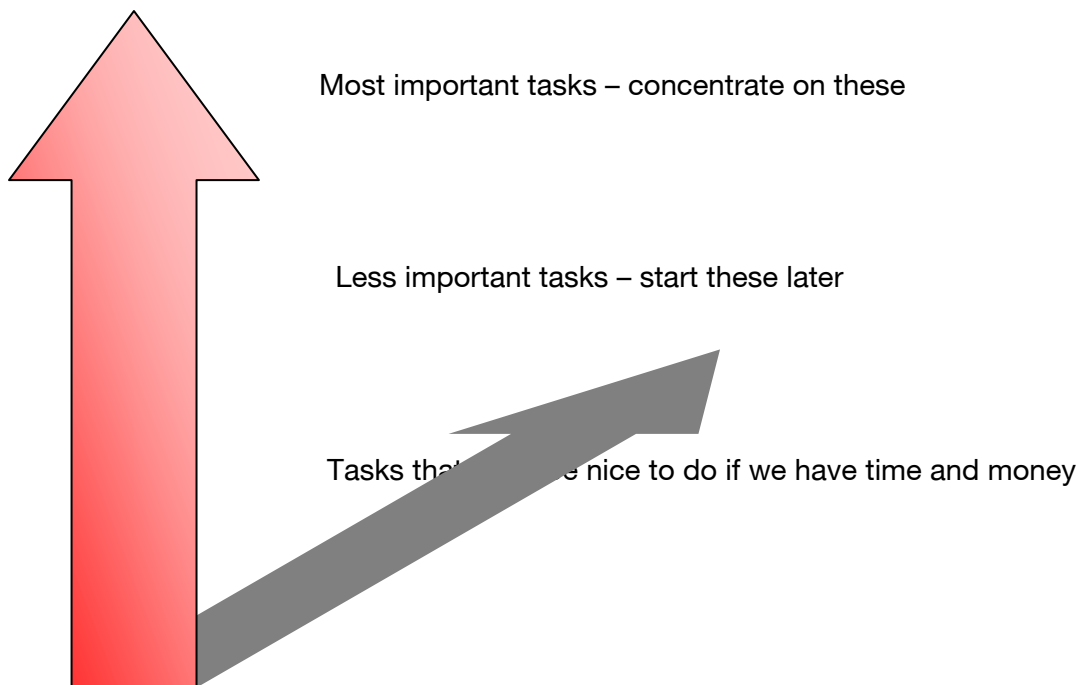


Writing an action plan

It is important that you write a plan of the things you would like to do, how and by when. This is especially important as a way of maintaining interest because the whole process may take a while to achieve. Make sure that you include lots of fun things, and some small things that you can regularly achieve and celebrate.

First of all try to prioritise the things that need doing:



After that, list the things that need doing then break down each task into more detail. There are lots of ways in which you can draw up an action plan – two are described below.

<p>Arrange to meet the relevant council officers and housing association contacts as above</p>	<p>Impress on them the need for a DIY Streets scheme in your street. Let them know that the residents are supportive and prepared to take active roles in making it happen. Show them the data collected during the above stages. Ask them about sources of funding for the scheme (i.e. capital costs) and the support and help of council officers (revenue or in-kind funding). Agree on regular meeting times for updates, possibly once a month</p>
<p>Decide who will be in charge of organising social events</p>	<p>Arrange social events to keep people interested and celebrate achievements – see ideas in sections below</p>
<p>Form a residents group</p>	<p>Run a competition to chose a name for your group and ask people to display posters announcing the group in their front window. See additional section on Setting up a residents' group</p>
<p>Draw up outline plans</p>	<p>Hold a Saturday morning session with photos and drawings of other schemes to inspire people. Have a Spring event where people can learn how to make hanging baskets to brighten up your street</p>
<p>Form a gardening group (if you are including planting and/or trees)</p>	<p>Ask for experienced volunteers. Arrange a trip to a local plant nursery or go on an Autumn walk to collect leaves and think about trees you want to plant. Ask a local gardening group and/ or your council's street tree officer or landscape architect to come along and give you advice</p>
<p>Employ an artist (if you would like art work in your street)</p>	<p>Write an artist's brief and send it out. Shortlist and interview artists. See additional Working with an artist section for more details</p>
<p>Think about additional features</p>	<p>Arrange workshops to inspire people with ideas e.g. giving the planters a mosaic covering, putting up simple historical plaques on your houses, painting front doors.</p>

<p>Show your plans to your council officers</p>	<p>Arrange residents' meeting to give feed back from the Council and refine your ideas accordingly. Be persistent in asking the council to support your project and ideas</p>
<p>Once the plans are finalised the council will draw up detailed plans.</p>	<p>They will then need to carry out safety audits, pass the plans to internal committees and carry out other actions before they can be finally agreed. You will need to keep in regular contact with your council contacts to ensure the process keeps moving along – the whole thing may take several months</p>
<p>Invite local VIPs and the press to see your new street.</p>	<p>Run workshops to think about additional things for your street e.g. giving the planters a mosaic covering, putting up simple historical plaques on your houses, painting front doors.</p>
<p>Arrange for some people to take 'after' photos of your street. Decide who'll maintain the planting.</p>	<p>Plant trees and bulbs in planters. Decorate the street with your art</p>

Making a list of things to do

Here is an example of the type of plan you may like to use. There are helpful hints of how to do some of these things in other additional sections. It is useful if you then write a more detailed plan for each task – make a note of the different stages you need to do and set some timescales for them e.g:

The task	Who is responsible?	What needs to be done?	Contacts	Dates to report back
Write a newsletter	Mrs B at Number 7	Ask Sue for details of the last event Check contact details for housing officer so can send her a copy See if Rob can print it or if has to be handwritten and copied etc	Sue..... Housing officer... Rob..... etc	Get ready by June 21 st Send out newsletter on July 1 st

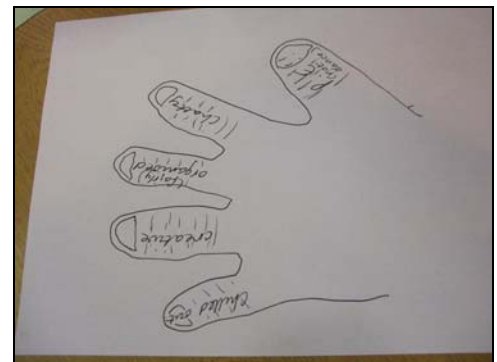
Throughout all this you will need to be in regular contact with everyone so that they can contribute and comment on ideas and reminded of events.

Fun with leaves and a tree

This is another way in which you could get an action plan together – it is a bright, visual way of doing it and is a good way to involve children.

You'll need: A4 size pieces of blank paper, pens, blue tack, one large sheet of paper with a tree drawn on it, red, yellow and green leaves cut out of paper.

Ask everyone to draw round their hand on a sheet of paper and write a personal skill that they have or things they would be happy to do, in each digit e.g.



run children's events, arrange meetings, organise refreshments. Each person then reads it out to everyone else.

Put the 'hands' to one side and concentrate on the tree drawing and the leaves. Think of the problems in your street, write them on red leaves and stick them to the bottom of the tree. Then think of ideas to overcome the problems, write them on yellow leaves and stick them above the red leaves.

Discuss the actual actions you can take to implement your ideas and help solve the problems. Write them on green leaves and stick them, above the yellow leaves at the top of the trees.

Look at the hands again and see who has the skills that are needed to take those actions forward.

