

Action planning

Sustrans Toolkit

It is important that you write a plan and a timeline of the things you would like to do as part of your street improvement project. This is especially important as a way of maintaining interest because depending on your ambitions, changes may take a while to achieve. Do include lots of fun things like community street parties/activity days, and some small things that you can regularly achieve and celebrate.

First of all try to prioritise the things that need doing and put them into three categories:

1. Most important tasks to concentrate on first.
2. Less important tasks to start on later.
3. Non-essential tasks that would be nice to do if you have time and money.

List the things that need doing for each, then break down each task into more detail, for example:

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

Putting your plan into action

Whatever you've decided to do to improve your street the next step is to decide on how you will run things, how you will fund the project and what permissions you may need to get.

We've pulled together some useful resources and key things to consider to make sure everything runs smoothly.

Organising a street planning session

If your neighbours are keen to work together then it's a good idea to formalise your initial ideas and create a plan of action.

At your planning session you may want to consider:

- Having an agenda. It's useful for people attending to know what will be discussed at the session and what the timings are.
- How you will make decisions, such as a secret ballot or a show of hands.
- Creating a plan of action.
- Discussing how to trial your plan before going official, to test your idea. This will help you refine your proposal and make sure it is workable. For example, if you are thinking of planting an area add some pots to mark it out and check what the visual impact is.
- Setting up as a community organisation (see below). If you want to apply for community grants to run events or buy small items, you may decide to formalise your group with a legal structure.

Once you have a workable plan that everyone agrees with, it's time to make it happen. Make sure you give yourself enough time, it's always a good idea to plan a few months in advance.

Setting up a residents group

There are different legal statuses for different types of organisations, so it's worth doing a little research to see what would suit your community best.

One of the most important reasons for becoming constituted is that it will allow you to apply for community grants to run events, arrange activities, buy small items such as hanging baskets and plants to brighten up your street, or fund larger scale improvements. The group can be a focus for activities and represent you as residents, which is particularly helpful for your local authority officers because they will have an easy way to contact you.

If you decide to become a constituted group

Three residents need to volunteer to be the group "officials" – you will need a chair person, a treasurer and a secretary. The responsibilities are not onerous and you do not need to have had previous experience. Your group will need to have a constitution and open a bank account in the group's name both of which are easy to organise.

Sustrans is the charity making it easier for people to walk and cycle. We connect people and places, create liveable neighbourhoods, transform the school run and deliver a happier, healthier commute.

Join us on our journey. www.sustrans.org.uk

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