



Initial Outline Plan

This outline plan has been developed based on our experience of the ideas that work at stations. The list is not exhaustive, every station is different and you may have some very novel ideas: every idea is worth thinking about so long as they benefit the local community and station users in some way. Your initial meeting with the Regional Communities and Sustainability Manager (RCSM) or the Station Manager will give you an idea about practicalities such as what work you could do at the station, whether there are flower beds that could be improved, what the water supply is or whether planters are the only thing that would work at your location.

Don't try to do everything at once, but have goals that you want to achieve. Have a plan as to what you are going to do and what you will need to do it. It's often not money that is the problem, it's finding enough willing helpers to make it happen. We would like you to put an estimate against each part of your plan. Our experienced team know what things are likely to cost in a railway environment and can help you if needs be – please just ask. We will agree a spend figure with you. Again, if that needs to change let us know as soon as possible and we can see whether further funds might be available, or make suggestions about next steps.

Station	
Name of group	
Group leader	
Contact details	Email: _____ Phone: _____
How many active members in your group?	
Areas of the station in which you wish to work	
Describe the activities you want to undertake (e.g. flower beds, tubs, welcome service, community cafe)?	
Please describe how you will undertake the work - what tools will you use? Do you plan to use any power tools (note, this is not normally allowed)	



What materials will you use? Please estimate costs for this year	£
If planting, please indicate what plants you will be using and an estimate for cost for them	£
Once you have planted how will you maintain them? How often will you visit? Will you need anything for maintenance e.g replacement plants?	£
How will you water the plants?	
Will young people (under the age of 18) or people with special needs be involved? If so, how will you provide support and supervision?	
How will you cordon off your work area to make sure no-one is inconvenienced or put at risk?	
Does anything you are intending to mean you will need to use ladders or steps? Is the area on an embankment or gradient?	
How will you get rid of any rubbish? How do you plan to recycle wherever possible?	
How do you plan to access the station? Will you require parking?	
Signed	
Date	

Please complete this form online, an e-signature is accepted, and return to your Regional Communities and Sustainability Manager.