

Agenda Item 14.a.

Author - The Clerk

Subject – Love Burwash 23rd March

Below I have added in comments to the previously agreed Project Plan. I have outlined the current expenditure to date on the day:

- 1) 5 one person first aid kits to had out to each of the Lead Cllrs and the Clerk on the day
- 2) 10 x Large and 10 x Extra Large High Vis Jackets (currently only have medium fit)
- 3) 100 small size durable latex gloves for children to use when cleaning play equipment
- 4) Scourers and cleaning products for playground and street furniture

Total cost will be around ex. VAT = £50 leaving up to £50 to supply tea and coffee for volunteers and squash/biscuits for the children.

The Swan Meadow Pavilion will be open on the day for the children to use and there will be squash and biscuits to keep them charged up for the two hours.

It would be nice to give volunteers a cup of tea or coffee. We can ask the pubs if they would let us give volunteers ‘tokens’ which they can exchange for a hot drink in one of the pubs in the Parish (The Bear, The Rose and Crown or The Wheel) and the Council covers the charge for this maybe at £1 per drink? Council has already resolved up to £100 to spend on this project and delegate that responsibility to the Clerk.

Project Name	Love Burwash
Date approved by Council	12 th February
Project Delivery or Event date	23 rd March 2019
Budget	£100
Achieving Value for Money	To design posters and Banners which can be reused where possible
Power to Act	

Project Meeting Points 1. Burwash 2. Burwash Weald 3. Burwash Common	All volunteers to meet at 10am at the below meeting points: 1. Burwash village car park 2. The Wheel Inn 3. The triangle junction Vicarage Lane and Vicarage Road	
Project/Event Aims	To give the whole Parish of Burwash a Spring Clean focusing on: 1. Litter picking 2. Pavement edging 3. Grass cutting 4. Weeding 5. Lime tree tag cleaning 6. Public furniture cleaning 7. Blub planting – if agreed	
Lead Councillor(s)	Burwash Village = Cllrs Rees and Cllr Kenny Burwash Weald = Cllr Caulkin Burwash Common = Cllr Beeston	
Councillors assigned to specific work areas		
Partners 1. BCWRA 2. Churches 3. School 4. Beavers/Brownies etc 5. The playing fields Ass. 6. BW&C Playing Fields 7. Parish Council Handyperson	The Clerk will liaise with all the below: 1. Meeting had mid Jan to discuss potential areas 2. Email sent to note date and engagement plus churchyard tidying 3. Need to send an email to Head 4. Contacted Beavers and Brownies looking at 'child friendly sites 5. Contacted and they are supportive 6. Supportive but no work around the Pavilion due to private booking 7. Has booked in for the day to help the Clerk organise removal of rubbish etc. and tasks the volunteers cannot do	
PROJECT or EVENT summary Project plan or Event details	Responsibility and Actions	Delivery Date
1. Liaise with the groups 2. Liaise with past attendees 3. Equipment check 4. Refreshments 5. Agree areas of work 6. Update H&S guidance 7. Liaise with Lime Tree Adoptees	1. Clerk – agree areas/group getting involved. Lead Cllrs – Promote the event in areas engage with groups 2. Clerk to get list from J. Nash daughter 3. Clerk to count high vis jackets and litter pickers 4. Speak to the Bear and Rose and Crown about putting on teas and coffees 5. Clerk to map out suggestions on a map for people and note no. volunteer required and any equipment needed 6. Clerk to do this and refresh existing safety sheets 7. The Clerk to work with Cllr Mann to draft and email to send to all adoptees	1.12/02 2.15/02 3.26/02 4.15/02 5.26/02 6.26/02 7.26/02
RISK ASSESSMENT:	Clerk to provide a separate document detailing overall and specific risks to each area. Clerk	26/02

PROMOTION:		
1. Website	1) Cllr McBride – to put up text supplied by the Clerk	07/02/19
2. Posters and Banners - design and ordering (one month before Project delivery or Event date)	2) Clerk to design the following: a) Banner for the Village Hall b) 20x30 Poster for the Parish Hut c) Laminated A3 posters produced in-house d) A4 poster for indoor/noticeboard use	Design w/c 18/02
3. Putting up posters, banners and notices a. Churches b. Flower Shop and Butchers c. Shop village and Old Orchard d. Parish Notice Boards e. Signs on Stakes f. Banner for the Village Hall	3) Posters are already on the Parish Council notice boards. Additional posters will go up in areas a-d Larger posters on stakes and on the Parish Hut will go up on a later date A banner has been designed to go onto the railings at the village hall	W/C 25/02/19 W/C 11/03/19 W/C 11/03/19
4. Emails to contacts	4) Over 60 emails have gone out to: a) previous attendees b) people agreeing to receive emails from the Council c) lime tree adopters	07/03/19
5. Updating Community Facebook pages	Clerk to ask Cllr Rees to keep the Community Facebook page updated with link to the Parish Council website	12/02/19
6. Broadsheet pre-publicity (one month before Project delivery or Event Date)	Clerk to work with Chair for a piece for the local papers explaining Love Burwash and details for the event on 23/03/19	By 15/02/19
7. Photographs	Cllr McBride to take on the day	23/03/19
Project/Event report to Council & Post-Publicity	The Clerk to write up a report	For April F/Council
ADDITIONAL RESPONSIBILITIES:		
Clerk:	Councillors:	