

Stage 2 - Getting your project/clean up started

You have got local people together to form a group and you have a room to operate from. Well done, that is great but what is the next step?

You need a plan of action! Your group may want to decide for themselves, or maybe take advice, as to a plan of action and on where there might be a need for support. You can contact the education awareness team or Groundwork Leeds for support with this, contact details are at the bottom of this document.

What do you want do?

A 'local area survey checklist' is attached for you to use when looking at the area you are considering working in. It will help you to identify the areas in need of improvement. Complete this when you are setting out what your group wants to achieve and how you plan to go about it.

Being clear about what it is you want to achieve helps to provide a focus for your work. Once you have begun to think about what it is the group needs to do in order to reach its goals, it becomes easier to see in which areas the group might need to grow or develop.

Things to think about:

- Have you defined a clear set of aims?
- What do you think your long-term goals might be?
- Do you think there are areas that the group might need to improve its skills or experience to be able to do the work better? What support do you think your group needs to become a driving force in your neighbourhood?
- Will you need help with:
 - defining aims and objectives?
 - drawing up plans, and possible procedures, so the group can achieve its aims?
 - deciding on how and in what areas the group might need to develop?

Examples of support might be:

- receiving training in particular areas
- having frequent meetings with support officers to review progress
- having access to support officers that can provide advice as and when the group thinks it is needed.

Groundwork Leeds is a great starting point with this and can help you get your group off to the right start.

Staying on track

For some of you, your involvement may be a one-off action based collaboration with another group or organisation. For the rest, you now know what you want to do. Having a set of aims is useful. It means that you can keep track of your progress because you have something to measure your achievements against.

You might feel the need to make changes to your targets or the way in which the group is going about something. Reviewing the situation in this way can help to reveal new areas in which it might be useful for the group to develop. Assessing your progress also helps you to realise where the group has been successful and how the hard work has been worthwhile.

Questions you might ask:

- What steps have you taken to review the group's progress?
- What is going/ has gone well and why?
- How have you decided this?
Is it based on the opinions of everyone that makes up the group or just a select few?
- What hasn't gone well and why?
- What would you like to change and why?
- How do you think the group might go about making these changes?
- Will you need any help from outside the group to enable to make the changes?
If so, then what sort of help is needed and who might be able to provide it?
- What have you learnt that you think might be important to keep in mind for future work?

Contacts




Leeds City Council tel. 0113 3950778

Groundwork Leeds tel. 0113 238 0601

Email contacts can be found on our website.

Local area survey checklist

| | |
|------------------|--------------|
| Name: | Date: |
| Location: | |

| Scale | 0 | 1 | 2 | 3 | 4 | Score |
|--|---|---|---|---|---|-------|
| |  | |  | |  | |
| Litter | Lots | | | | None | |
| Graffiti | Lots | | | | None | |
| Fly Posting | Lots | | | | None | |
| Fly Tipping | Lots | | | | None | |
| Dog Mess | Lots | | | | None | |
| Pavements | Uneven/ cracked | | | | Well kept | |
| Greenery Trees/flowers/ grass | Not much /overgrown | | | | Well kept | |
| Total | | | | | | |

You might want to complete this form again at the end of your project to include in your evidence if your group is entering the community and city pride awards. Don't forget to take photographs before, during and after!