**Initial Outline Plan** (last reviewed April 2025)

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 Stakeholder Executive and Area 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, its 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 lead** |  |
| **Contact email address** |  |
| **Contact phone number** |  |
| **How many active members in your group?** |  |
| **Areas of the station in which you wish to work** |  |
| **Describe the activities you would like to initially undertake (e.g. flower beds, tubs, welcome service, community café etc?)** |  |
| **Describe how you will undertake the work – what tools will you use? Do you plan to use any power tools? (note that this is not normally allowed)** |  |
| **What materials will you use, including tools? Please also estimated costs for the next 12 months** |  |
| **If planting, please indicate what plants you will be using. Please also provide estimated costs for the next 12 months** |  |
| **Once you have planted, how will you maintain them? How often will you visit? Will you need anything for maintenance, such as replacement plants?** |  |
| **How will you water the plants? Particularly think about sourcing water.** |  |
| **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 passersby are inconvenienced or put at risk?** |  |
| **Does anything you are intending to do mean you will use ladders or steps? Is the area on an embankment or gradient of any kind?** |  |
| **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?** |  |
| **Signature of group lead** |  |
| **Date of submission** |  |

Please complete this form, digitally if possible, and return to the Stakeholder Executive. Alongside this, please submit Volunteer Data Collection Forms for each of your initial volunteers and a signed version of the Station Adoption Access Agreement.