Offer residents in terraced streets in the centre of Todmorden a fruit tree planted in a tub

Category	Task	Actions required	Considerations	January								
				Mon 24th	Tue 25th	Wed 26th	Mon 31st	Tue 1st	Wed 2nd	Mon 7th	Tue 8th	Wed 9th
PILOT SCHEME DEVELOPMENT	**Locations**	Survey potential pilot locations	Flood prone areas, deprived areas, low canopy areas (Cornholme, Central? Pilot Wards? Limit pilot to streets within a ward rather than entire wards?) Talk to stakeholders such as flood Group, Councillors and people with local knowledge									
	Costs & Logistics	Identify optimum tree species, soils, planter size and cost options	Use local knowledge - Tod in Bloom, IET, Treesponsibility etc									
		Identify potential suppliers and their delivery options/costs	Consider logistics of getting trees to residents when discussing delivery options with suppliers. Deliver to door or central delivery point Consider purchase options eg pre-planted trees or buy soil, tubs and trees separate									
		Identify potential locations for storing trees if offering central collection option	CMBC/Centre Vale Park/Tod in Bloom/Tod College. Somewhere secure and accessible.									
	Communications	Develop various comms methods and materials	Promotion platforms -social media, events Leaflet (if leaflet delivery is feasible based on size of pilot area defined above) Application form for resident sign up (contact, GDPR, site details, security, access, mobility, preferred tree type, commitment to tree care agreement) Pledge/Agreement (include long term responsibility for repotting etc) Care of Tree Information Feedback forms/methods									
	Monitoring	Develop monitoring methods	Methods of measuring success - monitoring resident satisfaction via feedback, visual inspection of trees to gauge growth…..									
PILOT SCHEME DELIVERY	**Promote & Recruit**	Launch Scheme	Launch comms to recruit residents, setting deadline for application closure									
		Review applications	Consider site needs - if no garden what security can be offered to keep tree secure Check pledges are signed									
		Contact successful residents	Contact residents to confirm they will be receiving a tree. Further details to follow.									
	Distribution of Trees	Order Trees	Order number of trees required. Confirm delivery options with supplier (eg. cost of direct to door or central delivery if a space has been found to store trees securely). Factor in tree type if residents have been given a preference.									