

Station Adoption **2014**

A guide for the local community

Association of Community Rail Partnerships



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Introduction

More and more local stations are being adopted by their local communities.

Usually these are small unstaffed stations which have lacked tender loving care following the economies of the 1970s.

Station adoption brings significant benefits both to local communities and to the rail industry. Communities get a much-improved gateway to their town or village, often with enhanced facilities. The station becomes a part of the community; something in which local people can take pride. Railway companies have seen a rise in the use of stations, a reduction in vandalism and in many cases externally-funded improvements.

Station Adoption is the generic term for volunteer involvement at railway stations. This handbook is, however, aimed at groups sometimes called Friends of Stations; Station Adoption Groups – or ‘Station Partnerships’ - who undertake a wide variety of activities, ranging from feeding in comments, providing station enhancements such as gardens, planters and cycle racks through to facilitating art work and signage.

Station adoption is a way of transforming stations, bringing them into the heart of the community and encouraging greater use of environmentally friendly public transport.

This is a guide to adopting your local station. There isn’t one single method and there’s a huge difference between what various groups around the country actually do. The Government’s Community Rail Development Strategy

gives strong encouragement to communities to adopt their station – and it isn’t difficult to do.

The guide has been prepared by the Association of Community Rail Partnerships (ACoRP). ACoRP is a national federation of partnerships and station adoption groups, based in Huddersfield.

We’re here to help.

Happy adopting!

Neil Buxton

General Manager

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Why adopt your local station?

More and more community groups and individuals have adopted their local station. It's all about local pride and seeing the station as an important part of the community.

Adoption of a station by the community adds value to what is already there, and helps make the station more welcoming and attractive: a vital part of the local community!

Often it is the station that lets down a community in 'Tidy Town', 'Britain in Bloom' and similar competitions. Here's an opportunity to change that. ScotRail, which manages 347 stations across the Scotland, is very supportive of station adoption.

One of its managers with responsibility for station adoption, John Yellowlees, said:

"Stations can help form first impressions of a community, whether among visitors or people passing through - and these could range from Britain in Bloom judges to inward investors! They may showcase community organisations like Rotary Clubs, helping them to recruit new members, and can provide beneficial activity for people with special needs.

The involvement of schools can introduce the next generation to rail travel. Enlightened self-interest can bring on board nearby businesses, competitive groups may relish the opportunity to show that their town is best - and people with a lifelong interest in railways can seize on station adoption as a means of connecting with the network.



Whatever their motive, by putting stations at the heart of their community adopters promote awareness of the journeys that are on offer and inspire the routine of commuting with delight in the joys of the changing seasons."

What can you do as a station adopter?

“As much or as little you like”, is the short answer. Whatever you do, make sure the train operator and Network Rail are happy with it. Some of the case studies at the back of this guide give you a good idea of the range of things which station adopters do. And why not be first, with something no-one else has thought of?

Bringing tender loving care to unstaffed stations

Most of Britain's local stations are unstaffed. That means they can often be cold and unwelcoming and sometimes prone to vandalism. They get checked regularly, but that's no substitute for having somebody there.

Train companies have large networks with hundreds of stations. They could not hope to visit every station often enough to make sure that problems get noted and resolved. This is why the work station adopters do is essential to them. By spotting problems as they occur the necessary repairs can be made much sooner. You can keep a watchful eye on your station, report any problems and – if you want to – look at doing other things which improve the station'



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Preparing the ground - Establishing a group

The best way to start is to form a small group of people to act as the station adoption group. It's a good idea to involve local groups such as 'Tidy Town', 'Anytown in Bloom', Women's Institutes, Rotary Clubs, Lions and others who are already involved in community or environmental work in the area.

A group gives continuity, mutual support – and it's more fun! A group can be pretty much anything you want including:

- An existing community group
- A small business
- A church group
- A school or college
- A parish or town council

Or you can set up your own purpose made group, like Friends of Levenshulme Station, Friends of Altrincham Interchange, Friends of Penmere Station and others around the country. Most of these groups focus specifically on a station involving existing local organisations.

Get a new group formed

If you are already an established body go on to Section 5.

There are a few things to do if you're starting from scratch with a new group.

To begin with, we recommend calling it 'Friends of XXXX Station'. This will bring you into the broader family of station friends around the country. Then you'll need members! This could be done by bringing together people you already know, regular users of the station, people in a particular neighbourhood or existing groups who would welcome the opportunity to extend their activities, maybe gardening or artwork, to a new location.

Call an informal meeting to generate interest and involvement. Choose a venue that people are comfortable with – not everyone likes going to pubs. A community centre or village hall is the best bet, if it's comfortable and warm.

Publicise the meeting: send a letter to the local paper and ask the train operator for permission to display a notice at the station and around town. Hand out flyers to passengers. Invite local councillors and the local authority – very often they have small pots of money for voluntary groups. Contact your local MP – they can be an invaluable source of help. It's a good idea to invite your local train operator to come along at this early stage, so they can advise on what has been done elsewhere and how they can help. ACoRP can provide help with making that initial contact.

There is no ideal time to hold a meeting, but go for what suits the people who have already expressed interest. An evening meeting, when it isn't dark, may be best, or a weekend.

Try to get someone to provide/sponsor tea and biscuits. At the meeting, keep it friendly and informal. You may want to invite someone from ACoRP, your local Community Rail Partnership or a neighbouring 'Station Friends' to come along and say what's involved. This could include a slide show of what has already been done elsewhere – a picture is worth a thousand words!

Another option is to arrange a visit to a nearby station which has already been adopted by the community. ACoRP can help you with this.

Ask for ideas and suggestions – don't force a particular line! Try and reach agreement on the basics:

- What the group sees as problems at the station;
- What the group sees as opportunities;
- What the group will do, initially;
- The name of the group;
- Elect a chair, secretary and treasurer;
- Getting a treasurer is always the hardest job. The group will not be dealing with £millions but you do need someone who will look after the accounts.
- Agree a membership fee (keep it modest and have lower fees for pensioners, students and unwaged);
- At the inaugural meeting make sure you get a list of names and of everyone who wants to be involved. Phone, postal address, email.
- Ask the train operator if they can provide a free rail ticket as a draw prize for all who express interest in being involved.
- Agree who will do what and fix a date for the next meeting, when you will come back with some more detailed proposals.





In the meantime:

- Get papers to set up a bank account;
- Contact your train operator and tell them about the group;
- If the train operator has an application form get it filled in and returned; this will start the process of getting the group approved and its all important safety briefing;
- Contact ACoRP who can advise on local community rail partnerships or similar groups interested in supporting the railway;
- Start drafting out a simple constitution. You will need one to open a bank account. Feel free to adapt the one in Appendix 5 of this guide;
- Send a short press release to the local media saying that the group has been formed and invite new members. See sample press release in Appendix 4;

- Fix date for follow-on meeting (within a month at the most);
- Arrange a visit to a local 'Friends' station.

At the follow-up meeting:

- Get an appropriate guest speaker and publicise it well;
- Welcome everyone but especially new faces;
- Invite the train operator to attend;
- Report progress;
- Agree the constitution;
- Discuss practical things - what are you going to do, when, who's doing it;
- Try to identify an achievable project that can engage your volunteers;
- Fix a programme of dates for meetings and other activities;
- Make sure you have arranged a safety briefing.

Bank account

It's important to have a bank account, even if you will only be handling small amounts of money at first. And who knows, you might start to get grants to do particular projects as the group develops. These days, setting up a bank for community groups can be complicated. If you need help, contact ACoRP.

However, several banks offer accounts for community groups where you pay small or indeed no bank charges.

Ask to see an adviser who knows what they're talking about. Stress that you're a voluntary group with charitable objectives (but not a registered charity).

They will want:

- Proof of identity and addresses of officers;
- Evidence that the group exists and has a constitution;
- An initial deposit.

You will need two signatures to authorise cheques. The normal arrangement is to have three or four 'named' signatories which the bank or building society recognises, with just two needed to authorise cheques.

Annual general meeting

You will need to present your accounts to an annual general meeting. It's a good idea to get a supporter or sympathetic accountant to audit your accounts each year before the AGM.

The AGM is when you re-elect the officers of the group. Keep your AGM friendly and informal but don't forget the basics.

It's often a good idea to get a guest speaker and have tea and cakes at the end of the meeting (this also has the advantage of making sure people stay to the end!). ACoRP can supply a list of speakers who will not charge for their services.

You can always get help from your local voluntary sector advice group on finance or 'governance' issues – they are usually called 'Council for Voluntary Service' or 'Council for Voluntary Action'. Or you can ask for advice from ACoRP.



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The basics

As we keep stressing, it's up to you how much you take on. In the early days especially, be a bit cautious and keep your enthusiasm under control!

But before you start

By now you will have made contact with the train operator and talked over your ideas and plans. The next step will be for the train operator to send a member of staff to meet you and give everyone involved a safety briefing. This is not a time-consuming affair but it is extremely important.

Make sure everyone who has volunteered to be involved takes part in the briefing. Each new volunteer will need an individual safety briefing by the train company.

The train company representative will tell you exactly what you can and can't do on the station. A good rule of thumb is only go where passengers are normally allowed to go – but you will get detailed, site-specific advice. The representative will show you exactly where you can and cannot go on the station.

ON NO ACCOUNT EVER GO ON OR NEAR THE TRACK. IF YOU SEE SOMETHING AMISS ON THE TRACK REPORT IT IMMEDIATELY BUT DON'T, REPEAT DON'T, GO ON THE LINE YOURSELF. YOU MAY GET KILLED.

Is that clear enough? Good!

Network Rail has an excellent community reporting system, with a freephone number to call

Network Rail National Helpline:

08457 11 41 41

Fault Reporting

Some station adoption schemes around the country, run by the train operator, ask groups and individuals to keep an eye on the station and report any faults, vandalism or other problems. This guide does not cover this form of adoption but that does not mean your group cannot report faults as well.

Reporting of faults differs between train operators. It is not the responsibility of Friends of Stations groups to rectify these faults but to report them to their Station Managers.

Get advice from ACoRP

Again, before you start, feel free to use the services of ACoRP – the Association of Community Rail Partnerships. ACoRP is the national federation of rail partnerships and station friends groups.

We urge you to join ACoRP because:

- You get access to a national network of station friends and community rail groups;
- You get regular information;
- You get copies of specialist toolkits;
- You get invited to conferences and seminars;
- You get access to a range of funding sources.

There is a form at the back of the guide in Appendix 7.

What resources do you need?

You don't need lots of money but you do need:

- People;
- Enthusiasm;
- Creativity;
- Good will.

But yes, you might need a bit of money, to get things like hanging baskets, planters, signage, and newsletters. You'll find you can get a lot of help in kind. Sometimes, local garden centres will donate plants and even some equipment. Don't be frightened to ask. It is good to have a 'Sponsors Panel' as part of the Community Information Board.

For your group, it's a good idea to have a logo and sufficient quantities of letter headed paper; these can be set up as a template on your computer.

Remember that officialdom isn't impressed by scrappy hand-written letters, especially if you're asking for money and support. If you are applying for a grant you'll need an action plan – see below.

Develop an Action Plan

If that sounds a bit daunting, don't worry. Before you start, set some very modest targets that you know you can achieve. It may be nothing more than regular checks at the station.

It could be a target of planting a few bedding plants in summer, or bulbs in autumn. Again, we've an example of a simple Action Plan in Appendix 3.

The thing is, once you get started you will want to expand your activities. The Action Plan should be a flexible tool, capable of being revised (say) every six months.

Ask local members, residents and passengers what they would like to see happen and if they can help towards doing it. Have a 'brainstorming session' to get a list of ideas.

Again, make it look neat and professional. Your Action Plan should be well presented, with your logo. List what you want to achieve and when you want to achieve it by. Keep a record of what you have agreed to do and who in particular is doing it.



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Remember that getting things done in the Rail Industry can be quite complicated and takes time so try not to rush things.

Setting a Budget

It may be that your group is not planning any significant expenditure. However if you are then it is important that you clearly set out a budget which identifies your planned sources of income and expenditure. Always remember to ensure that your planned expenditure doesn't exceed your planned income!

Business Plan

The term "Business Plan" sounds a bit daunting for many people, particularly volunteers. Essentially it is just common sense, and a vital accompaniment to your Action Plan (it could form a single document). You must firstly recognise that if you are to achieve a set of objectives then you must have the resources to do it. The two most important of these are time and money.

Having a plan in writing also shows that you are serious and organised and have a clear sense of what you want to achieve and how you are going to achieve it. This is particularly important when you are bidding for additional funding from an outside agency or organisation. In such a case it is essential that you can show what you intend to achieve with any grant money.

Getting on with it

Agree with the train operator when the adoption formally starts. Sign your agreement with them so each party is clear what is expected of the other. The safety briefing is of crucial importance and you must not do anything until all individuals involved have been briefed.



Then get on with it! You will have agreed your rota of inspections, and who will be doing them. It's a good idea to have one person, who will submit reports to the train company, co-ordinating this.

The secretary is the obvious person, but it doesn't have to be. Don't overcomplicate things by contacting lots of different people and organisations. Use the train operator's nominated person as your main point of contact. If there are issues which require the involvement of Network Rail, use your train operator contact to get to them, or consult ACoRP.

If you have decided to do a bit more, agree when the group will begin. For example, if it involves a bit of gardening, some groups agree to meet Friday afternoon, or Thursday evening, or Sunday morning – whatever suits you best.



If you are considering planting shrubs or providing 'physical' works (e.g. sculpture) please bear in mind on-going maintenance issues. Discuss everything with the train company and make sure the issue of maintenance and maybe removal is covered.



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What to look out for

Your train operator will provide you with a checklist

It will include:



Car Parks

Should have no abandoned vehicles, unauthorised lorries, buses or coaches parked and be litter-free. Report any cases of mis-use of station car parks.

Station signing

Should be clear, graffiti-free, undamaged, in its right place and not obscured by vegetation.

Poster displays

Should be up-to-date, graffiti-free, legible and provide local directions and information.

Litter bins

If in place, should be undamaged and not overflowing.

Lighting

Should be undamaged and operational during hours of darkness.

Shelters

Should be clean, litter-free, graffiti-free and not leaking.

Fencing and boundaries

Should be undamaged, litter-free and secure.

Platforms

Should be litter-free and clear of obstacles or tripping hazards.

Help points/information screens

Should be working, audible and giving correct information.

PA system and CCTV (if installed)

Are the systems working and clearly audible?

Graffiti

Should not be present on the station

Telephones, Help points

If installed should be operational and undamaged, and clearly signed.

Seating

Should be secure, free of damage, scratches and graffiti.

Flower beds

Make sure they are neat and tidy and don't contain plants with poisonous berries if next to public areas.

Facilities for customers with special needs

Where provided they should be in good condition and accessible.

Safety is paramount

You've had your briefing, you've made a start. But keep safety uppermost in your mind. Even standing on a station platform where passengers get on and off trains can be dangerous. A high speed train whizzing through can cause turbulence and creates a vacuum which can suck the unwary passenger under the train. So keep away from the platform edge, well behind the yellow line.

Remember, if you are doing work on the platform it's easy to get distracted and forget where you are. Stations can be dangerous places.

Look out for your colleagues and ensure they are wearing appropriate safety clothing. Your train operator will advise on this.

If you see anyone trespassing on the track please do the following;

Ring the British Transport Police

0800 40 50 40

Don't get involved in arguments.

Even in situations like this **YOU MUST NOT** give the impression of being a railway employee.

Platform furniture: a cautionary note

If you get a bit more advanced you may look at providing station furniture – benches, planters and the like. That's great, providing you do it with the consent and assistance of the train operator. It is very important to ensure that any items are firmly fixed down to the platform surface, in case some idiot decides to throw them onto the track. Ensure that there is provision for maintenance, repair and possible future removal.

Basic Safety Briefing

Again, remember that every individual has to have a safety briefing – it can be done as a group, or individually (e.g. if you get a new recruit). The briefing will be specific to the station you are adopting and will be done on site.

ALWAYS:

- Be prepared to give your name and the reason why you're there;
- Ensure that you don't create anything that can cause an obstruction;
- Always observe basic safety rules when using hand tools; e.g. rakes and forks are standing up when not in use, secateurs are left in a locked position;
- Comply with instructions on vehicle parking;
- Stop your work if requested by a railway official;
- Report any accidents to the train company.



NEVER

- Cross any railway line, except at a public crossing;
- work any nearer to the platform edge than 2 metres;
- Go beyond the platform ends;
- Take any heavy equipment onto the platform;
- Get on any train unless you have a valid ticket;
- Use any chemicals or substances (e.g. petrol or solvents) unless supplied/approved by the train operator;
- Use any electrical equipment unless supplied/approved by the train operator;
- Use hoses to water plants;
- Use any railway equipment without authorisation;
- Block any platform, passage roadway or other area;
- Be under the influence of drink or drugs when doing your work.

Several lines with adopted stations on them have overhead electrified wires, energised at 25,000 volts. You don't have to touch them to get killed – going within a few feet can give you a massive electric shock. So DON'T use poles, cutters, ladders, water hoses or anything high which may come in contact with, or reach near to, the wires. Don't lift tools above your head. Similarly in some parts of the country there are electrified railways using a third or fourth live rail. This simply underlines the importance of not going on or near the track at any time.

Insurance and other legal issues

The policy of train operators towards station adoptee's insurance does vary.

Please consult your train operator. In any case it's a good idea to be insured. However, as insurance now comes under the watchful eye of the Financial Services Authority, ACoRP employees are not able to give advice on insurance over and above the fact that it's a good idea.

Our brokers, however, can give that advice. Giles Insurance Brokers Ltd specialise in 'community' type insurance. They have been fully briefed in what station adoption groups do and will be happy to give you a quote for your group.

The contact is Chris Fallows

Direct Dial **01271 402806** email is

Chris.Fallows@gilesinsurance.co.uk

2nd Floor, Devonshire House,
Riverside Road, Pottington Business Park,
Barnstaple, Devon, EX31 1EY

There aren't really any other major legal issues to worry about. Use your common sense and you'll be fine. If you do have any legal queries contact ACoRP and we can direct your question to an appropriate expert.

Keeping going

Maintain the interest

Keeping a voluntary group going over several years isn't easy, but plenty of station adoption groups have been going for ten or more years – see the examples at the back!

To do that, you need to maintain people's interest, try different things and get a regular flow of new recruits. Schools and colleges are a good source of on-going involvement if you work with their curriculum. Invite existing local organisations, such as horticultural and arts groups, to apply what they already do at the station.

Organise visits to other stations and develop friendly links with similar groups around the country, using the ACoRP network.

Make sure your group is open and inclusive

So you've had your couple of meetings and have got a group together.

Remember that groups always change, with people dropping out, leaving the area or just deciding it's not for them. Take it in your stride. But you need to get a regular flow of newcomers. Make people feel welcomed and valued! It's particularly difficult to get young people involved, but when they do come in you'll find them an amazing source of ideas and enthusiasm. Encourage them – the worst thing you can do with any volunteer is to put

them down or unfairly criticise someone.

Keeping difficulties under control

That said, there will be times when you do need to take action. This could be when:

- A volunteer goes where they shouldn't;
- They are rude or discourteous to a passenger or other volunteer;
- They indulge in inappropriate behaviour to other volunteers or passengers;
- A volunteer is under the influence of drink or drugs;
- They regularly don't do what they promise to do

In the case of a volunteer who goes on the track, you must expel them from the group. They are a liability to you, to themselves and to the community rail movement.

Inappropriate behaviour can take a lot of forms – for example racist comments, sexist remarks, bullying and the like. Don't tolerate that sort of behaviour – ask the person to desist and if not, ask them to leave. Other 'sacking offences' include turning up at the station under the influence of drink or drugs.

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Use the local media

What you're doing is good for the community. Make sure you spread the word. A good source of local publicity (and new members) is the local paper. They like positive stories about what people in the community are doing.

- Issue regular press releases;
- Invite a reporter and photographer along to see what you are doing (make sure the train operator is happy with this. All train operators have press officers and they may be able to help you spread the word further);
- Build up contacts with staff on the local paper;
- Make use of Social Media. Many groups have Facebook and Twitter accounts which can be used to good effect; the ACoRP office can advise on this.
- And don't forget to copy in ACoRP for inclusion in Train on Line, our email newsletter; contact brian@acorp.uk.com

Most places have free newspapers which are distributed door to door. They welcome local news. Make sure your press release is clear, concise and positive! Make sure your copy is in editable format i.e. word-processed. Editors prefer press releases to be emailed. It's also a good idea to send a photograph, in digital format. Make sure it's a good quality image (300dpi is a good resolution for the media) with plenty of smiling faces. If you are dealing with a press photographer don't be manipulated into being photographed in a compromising position – this means not going on the track or other places you shouldn't go.

If you are taking photographs yourself for publication, agree it with the train operator and think carefully about what the photograph's message is. Make it positive, and avoid any suggestion that the picture was taken from an 'off limits' location.

You should also use anything else that's out there: parish newsletters, other community magazines and local radio - even regional TV can be interested sometimes.



Keeping the group going

Developing a station adoption group is not much different from keeping any other voluntary group going.

- Don't expect too much from people;
- Accept that some will put in more than others;
- Encourage the 'social' side – coffee mornings, a Christmas meal, an occasional trip (perhaps to see what other stations are doing!);
- Get involved in the local voluntary sector – you will learn a lot more and gain plenty of new friends and allies.

The regular meetings should be short and business-like. Try and get through the agenda as quickly as you can and encourage people to stay behind for a chat over a coffee (or maybe a pint) afterwards.

The group will have its ups and downs. Try and think of new things to do – learn from what others have done and see if you can apply it to your station.

Not just the station – the community as well!

Many station adoption groups, or 'Station Friends', recognise that getting community support for the railway involves going beyond the station and into the community itself. Several groups publish newsletters which go to surrounding households, libraries and community centres. Others use community notice boards in the village or a community focal point where they display information about their work. Many have websites, sometimes supported by their local Community Rail Partnership, as on the Bittern and Wherry Lines in Norfolk (www.bitternline.co.uk). Others use the free-to-build sites offered by local newspapers. Use what's out there!





Going further

Several 'station friends' have gone way beyond the basics of checking station conditions and doing the gardens. Walk before you run, but bear in mind there are opportunities out there to do some really exciting things!

Bringing buildings back to life

Some have taken over redundant buildings and brought them back to life (such as Saunderton and Bentham). This can be time-consuming but rewarding! Not very many stations still have buildings left but if your station does have vacant accommodation which you think you could use, talk to your friendly train operator.

Buildings have been brought back to use for:

- Tourist information offices;
- Bookshops;
- Cafés;
- Waiting rooms;
- Art galleries;
- Office space;
- Parish council offices;
- Youth centres.

Train operators like having people at stations. It brings life back to the station and reduces people's concerns over personal safety.

ACoRP's Community Stations Initiative is about working with local communities to find tenants for empty station buildings across the country. Check out the ACoRP website for details of this project.

Remember that some empty railway buildings may not be the responsibility of the train operator – it could be Network Rail. The train operator will be able to tell you who manages the lease of the building in which you're interested. If you need help from Network Rail, contact their Account Director Community Rail (see Contacts, Appendix 1). They are equally keen to bring unused buildings back into use and – especially when a building may have been empty for many years – are happy to consider community uses on beneficial terms.

New buildings

Most unstaffed stations do not have anything more than basic bus shelter type facilities. Once you are well established – and ambitious – groups can act as a catalyst in getting new facilities provided on your station. Friends of Handforth Station managed to bring various partners together to get a new booking office and new waiting shelters, all protected by CCTV! On a smaller scale, the community group at Dolau got money to provide a modest timber waiting shelter.

Don't go into this lightly, but seek advice. There may be scope for providing a small shop or tourist information office on or adjacent to the station.

If your station has existing station buildings there may be an opportunity for community use; again, ACoRP can help – please contact our operations manager.

A question of art

Several stations have been enlivened by community artwork. There are many opportunities to create locally-themed art which is about celebrating the local community – for example images of 'local heroes' or notable landscape features. The good thing about community art is that you can often get funding for it from non-railway sources – so seek advice from ACoRP or, if they have one, your local authority's Arts Officer. Remember that any artwork on a station will need the approval of the train operator and Network Rail. Make sure you cover on-going maintenance issues and consider that it is likely that at the end of a Train Operator's



Franchise it may need to be removed. Don't do anything to encourage trespass and make sure it's compatible with running a safe railway. A 20' high sculpture or flag poles, etc., within inches of the overhead wires just aren't an option.





In the community

There are lots of opportunities for promoting your work on the station in the community. You will want more people to use the station, so you have to go out and spread the word. Ways of doing that include leaflets and newsletters, posters in shop windows and use of the local media. Take part in community events such as fairs and festivals. Make links with like-minded groups such as women's institutes, community associations and civic trusts.

Working with local businesses

There are lots of opportunities for working with local businesses or Parish and Town Councils. Some may like to sponsor a flower bed or art work. There may even be opportunities for local post offices, newsagents and other retailers to sell rail tickets or local authority-sponsored tickets like the Derbyshire Wayfarer or Metro cards in West Yorkshire. They may also be keen to promote the train service in other ways. Local newsletters could be distributed through shops and other outlets.

Schools, colleges and youth centres

Many station partnerships have worked successfully with children and young people. It is important to organise this carefully through the appropriate head teacher or youth worker, with a very strong emphasis on safety. Some of the projects which have worked really well have an arts focus. The results can be stunning!

A Disclosure and Barring Service check will be required if you are working with young and venerable people. (These used to be called Criminals Record Bureau (CRB) checks.) Go to this website for details <https://www.gov.uk/crb-criminal-records-bureau-check/overview>

Special Events

Throw a party! West Runton Women's Institute organises an annual tea party on their station. Todmorden Station Partnership has an annual Station Gala. You can do the same (make sure you get the necessary permission). It could include:

- Displays of art work;
- Summer station garden party;
- A Christmas carol singing concert;
- Other musical entertainment;
- Local Food Fair/Farmers' Market.

It's a particularly good thing to do if you are launching, or completing, a project. Equally, you may get an important visitor – a Government Minister, or celebrity. Use it as an excuse to go a bit wild (but within reason, we have to keep saying).

Other opportunities include:

- Green Travel Weeks;
- Station Gala days;
- Running music sessions on the local train;
- Guided walks from stations;
- Poetry events on the train and at the station;
- Rail Ale Trails – promote local pubs near the station;
- Teddy Bears' Picnics.

Station Adoption in Practice

Heaton Chapel Greater Manchester

The Friends of Heaton Chapel Station (FofHCS) was established in August 2011 to adopt a station which is claimed to be the busiest two platform suburban railway station in Greater Manchester.

FofHCS was initially formed as a sub group of Sustainable Living in the Heatons (SLH), and is also closely affiliated to the Four Heatons Traders Association (4HTA). In addition it has worked with a diverse range of local community groups and schools.

What is particularly significant about FofHCS is that it considers Heaton Chapel Station to be more than a transport facility; in fact the group considers the station to be a very strategic and important community resource and a Gateway to the Four Heatons, a vast array of community facilities and areas of natural beauty and open space.

Key to the group's general approach is an overriding and strong commitment to community and stakeholder engagement that is embedded in all aspects of the work that is undertaken. This was quickly demonstrated in launching the iconic and award-winning Running Man art project within three months of conception, all sponsored by the local community and businesses within a mile of the station.

At the start of 2013 FofHCS embarked upon developing an ambitious and

challenging Station Travel Plan (STP) and a Personalised Travel Planning (PTP) project for the Four Heatons and Reddish.

The STP sets out the group's vision and Mission Statement for the station and objectives, targets that will be subject to regular review, recognising that the document will evolve over time.

The group hopes the STP will support its work particularly in relation to raising awareness of its future plans and associated initiatives, but importantly in relation to lobbying activity with which the group is becoming increasingly involved in order to help generate and secure external funding.

The PTP will be rolled out as part of a joint initiative with SLH. One of the key objectives of the PTP is to raise awareness of sustainable travel services and facilities in the Four Heatons and Reddish, and to encourage more people to travel sustainably by rail, bus, walking and cycling.



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Cantley Norfolk

The Friends of Cantley Station, known as FOCUS was formed in October 2007 with the aim to enhance the station and its environs and to improve the rail service.

The work of FOCUS makes Cantley station a high point of the Wherry Lines journey. Carefully tended gardens draw wide praise. Work started on the station in January 2008, concentrating on cultivating the flower bed on platform 2. Here they planted a lavender hedge as well as other shrubs, hyacinths and polyanthus plants. They are keeping other areas mown until they are able to cultivate them further.

They obtained a lease in November 2008 with Wherry Housing for a piece of land in Station Road, adjacent to the Station, which they use for siting composting bins to help reduce costs.

By March 2009 they had planted over 100 shrubs, on Platform 2 and in the autumn over 1000 daffodils were planted in the grass in front of them.

All this work needs a base for storage of tools etc. and so a rather dilapidated Lamp Hut was adopted from Network Rail. This has been restored and looks wonderful.

The latest project is a planted up boat! This forms the centrepiece of the gardening on Platform 1. The enthusiastic gardeners at Cantley also work beyond the station and are now transforming public areas around the village.

London Road, Brighton

London Road, Brighton is a much-loved Victorian station in a busy residential area. In 2011, a local residents' association (DRARA) set up a station partnership to cultivate two pockets of waste land either side of the station building. Commuters now appreciate the ornamental shady garden, stocked with plants donated by local residents. There is also a flourishing fruit and vegetable garden and a community composting area where neighbours can bring their vegetable waste. The group keeps an eye on the railway bridge and



has successfully reduced graffiti at the station. As part of The Big Dig they link up with other community food gardens and regularly organise open days.

In 2012, they planted a mini-orchard of fruit trees and celebrated with an apple-themed lunch on the station terrace. Old Sussex varieties of apples now grow up the South-facing station wall, and passers-by often drop in to chat and see how the gardens are progressing. Key to their success has been networking through groups such as Brighton & Hove Food Partnership and Sussex Community Rail Partnership, as well as the enthusiasm of the local community.

Dronfield, Derbyshire

Dronfield is small unstaffed station seven miles south of Sheffield on the Midland Main Line. Initially established as an action group campaigning for better rail services, the Friends of Dronfield Station (FoDS) have since expanded their role to include station care, improvements, and community-focussed projects. Dronfield is not part of a CRP and falls just outside the South Yorkshire PTE area, with the result that resources are limited to membership subscriptions, business sponsors, occasional grants and the physical efforts of a committed band of volunteers. Nevertheless, Dronfield is an excellent example of what can be achieved with dedication and the backing of the whole local community.

Successful campaigning for inclusion in the new Nottingham-Leeds service from December 2008 resulted in a four fold increase and the best-ever service to the town; ridership increased from 12,000 per annum in 2008 to 180,000 by

2012. Further trains have been added to the timetable since and we still press for more improvements, especially in the evening.

Practical projects have concentrated on restoring the station garden area and part of the opposite embankment (the 'triangle'), installation of a commemorative seat, restoration and mounting of a 'pit tub' on rails to highlight Dronfield's industrial past, and, most recently, the launch of a Schools Artwork Project which involves all 10 primary and secondary schools in the Dronfield area. FoDS has been recognised with awards and prizes at local, regional and national level including ACoRP's 'Best Station Garden Award' in 2012. Their strap-line neatly summarises their aims and achievements: "Bringing back the trains, the people ... and the pride".



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Hands on Huncoat Station Group

The Hands on Huncoat Station group was formed in 2010 and in a relatively short period of time has completely transformed the station from an unloved station into one of which the small village can be proud.

Sited next to a demolished coal mine and coke works on the edge of the village the station had suffered from neglect and vandalism for several years so the group took on a mammoth task.

In true partnership style the group, which is part of the local Prosperity Panel for Huncoat, worked with Brian Haworth, the Community Rail Partnership Officer, and Northern Rail to try and raise the profile of the railway station within the local area. The CRPO has also visited local primary schools with the Brian the Bull initiative to help children understand the history of the railway and to introduce them to rail travel.

What has the group achieved? The barren and untidy embankments are now colourfully planted gardens with

the group's members providing many of the plants. The group was successful in securing a grant from the local council to provide quality planters made from recycled plastic and these have been carefully positioned to have maximum impact on waiting passengers. A wild flower garden has been created on the embankment behind one of the platforms. The Mayor of Hyndburn visited the station to thank the volunteers, giving the group good positive publicity in the local newspapers.

The group has re-pointed and painted the unusual cobbled station name plinths on both platforms and Northern Rail has responded to the group's activities and repainted the station, which has put the finishing touches to what is a splendid example of partnership working.

Anti-social behaviour has disappeared giving the station a much more pleasant feel for waiting passengers, whose numbers have over the last two years increased by 20%. The ambassadorial work of the volunteers fits well with the aims of the Community Rail Development Strategy – increasing patronage and revenue and demonstrating a community engaged with its railway and CRP.



Members of the group regularly visit the station to tend the extensive flowerbeds and water the flower tubs. Local information is kept up to date in the Community Notice Board. A new project, currently in the early planning stage, will see station artwork which will reflect the industrial heritage of the site around the station and engage with the local primary school who will facilitate the art work.

Blythe Bridge, Staffordshire

Blythe Bridge is a great example of how Community Rail Partnerships benefit from station adoption to help bring substantial improvements for passengers.

Blythe Bridge is the only surviving station in the Staffordshire Moorlands, providing an hourly service to Crewe, Derby and Stoke-on-Trent. In 2006 it was experiencing falling passenger numbers and suffered badly from anti-social behaviour. The extensive garden beds on both platforms and in the car park were unloved and overgrown. Today, the station has been transformed into a pretty country station, passenger numbers are up 41%*, vandalism is a thing of the past and Blythe Bridge is an award-winner thanks to the support of station adopters.

Blythe Bridge was North Staffordshire CRP's first adopted station on the Crewe-Derby route. The CRP was fortunate that Blythe Bridge has a very proactive Parish Council, Forsbrook. Whilst the CRP has secured investment for the 'big ticket' items like anti-vandal shelters, CCTV and other aesthetic improvements, Forsbrook PC has provided the essential ongoing impetus to maintain the 'new' station by

adopting it and also encouraging involvement by local residents.

The adoption group is now eight strong and is also a real family affair, including expert gardeners husband and wife Norah and Graham and granddaughter Becky. The adopters, who celebrated their fifth anniversary in 2012, have cleared and planted, one by one, all the station's garden beds; fitted bird boxes made by a local school; and donated large planters to display seasonal bedding. They've also secured the support of Forsbrook Primary School and now children create colourful poster artwork for an on-going station display. Station Community Days, supported by staff from East Midlands Trains, are arranged annually for a big station spring clean. It is perhaps no wonder that when EMT held their first ever Best Stations Awards in 2010, Blythe Bridge was named Best Small Station.

**Comparing annual growth 2010/11 with 2008/09*

Wemyss Bay, Strathclyde

The Friends of Wemyss Bay Station formed in 2010, part of ScotRail's 'Adopt a Station' campaign. with the initial aim of restoring the floral displays for which the station had been famous. Later they were given the use of empty accommodation which they have restored and now takes the form of a secondhand bookshop and exhibition area as a means of raising funds and making contact with local people and the travelling public, whose appreciation of our efforts is very welcome.

The last remaining, original, example of the Clyde's combined rail and ferry terminals, this architecturally important station is now in need of attention and the Friends hope to encourage its restoration.



Eccles, Greater Manchester

The station buildings at Eccles, immortalised by Lowry, burned down in 1971. Replaced by a portakabin and with increasingly overgrown platforms, the station looked unloved. Starting in 2005, the Friends of Eccles Station (Freccles) cleared rubble, flytipped rubbish, overgrown shrubs and weeds. Sleepers, donated by Network Rail, were used to define a linear garden where once stood the platform offices. Flower tubs and a raised bed have been established on the other platform.

Volunteers descend on the station every month to carry out major tasks; smaller groups attend the gardens more regularly. A mural designed by students at a local college brightens up a monotonous retaining wall. Six display boards chart the early history of the station and more recent memories are being recorded in an oral history project. Plans developed jointly by Freccles in partnership with Salford City Council and Northern Rail have been approved for the provision of a new booking office and cycle hub in a redeveloped forecourt.



Borth Station Volunteers

Borth Station Volunteers consists of 30 members who are also members of the community groups in the village and are interested in and supportive of the developments at the station. It was formed after the introduction of the Arriva Trains Wales "Adopt a Station Scheme" in 2006. Originally consisting of three members who set about monitoring the safety and tidiness of the station, it quickly got involved in a more pro-active approach to the job. By 2008 they had already won three National Awards for involving the community, providing artworks on the platform and environmental improvements.

Our Village artist Bodge was a great help in the work on our "Four Elements" Murals which are much loved, and originally covered up the unsightly boarding on the station office windows and door. We have also built a heritage sign at the north end of the platform and developed small gardens, planters and window boxes.

Four years of negotiating with the railway companies, applying for various planning permissions and raising the £38,000 needed eventually led to the total refurbishment of the interior of the buildings, and the installation of our museum.

We have since been shortlisted in the recent Railway Heritage Awards and received a highly commended certificate for our work in refurbishing the station. We hope we now provide a refurbished and vibrant centre of activity which is both an educational and social resource in a building which was previously derelict and neglected.

Chandler's Ford

In 2006, a Department for Transport suggestion was made that the Totton to Romsey service via Chandler's Ford, should be cut to an Eastleigh to Romsey shuttle due to lack of usage. If implemented, this would have undermined the sustainability of the recently built Chandler's Ford station (2003). This led to a huge reaction from the local population, with over 250 people attending a meeting supported by the MP, councillors and the media as well as train operator representatives. This outpouring of feeling against the proposed cut led to a review of the proposal which resulted in the service being extended to Salisbury.

The campaign made it clear that there were a number of people who would work with South West Trains, Network Rail, Local Authority and the Three Rivers Rail Partnership to promote the station and rail service. They all agreed to work together to encourage usage by making the station an attractive safe location, promoted to the community and a 12-strong group of volunteers enabled Chandler's Ford to become South West Trains first adopted station in April 2008.

By adding the personal touch through litter-picking rotas, passenger surveys and local face-to-face promotions, the station has received investment from South West Trains, Hampshire County and Eastleigh Borough Councils and Network Rail on schemes such as a new waiting shelter, a footbridge cycle gully, improved cycle storage facilities and a volunteer-run coffee shop and book exchange service plus upgraded station gardens on a disused platform.

The station is now preparing to celebrate its 10th birthday safe in the knowledge that it has become an integral part of the community of which it can be proud, enjoying increased usage a reliable service which has been incorporated into the South West Trains franchise agreement.

Maghull – Merseyside

The Maghull Station Volunteers have adopted Maghull Station Interchange and keep the area litter-free and attractively planted out on a daily basis throughout the year. The group was formed in 2004 and tremendous improvements have been made since its inception. These efforts have been recognised by a total of 21 local, regional, national & international awards, plus additional commendations from Maghull Town Council, community groups, and the travelling public.

The Group also pro-actively involves the community, including schools, U3A and local institutions. Recent projects have included a mosaic panel undertaken by students of a local college in recognition of Frank Hornby's connection with Maghull and paintings, recently unveiled at the station, painted by a member of U3A .



10



Bentham Station

Formed in September 2011 of members of several local volunteer groups and individuals, the Friends of Bentham Station are a positive and lively group, on the western edge of the Yorkshire Dales, who have quickly established a 'can do' approach to station rejuvenation and enhancement, through devoting considerable volunteer time and effort to a wide array of projects. Materials are sourced and purchased locally, and sponsorship and help with projects sought through local businesses and individuals.

Bentham Station has been transformed in recent years from a functional station stop into a cheerful, colourful and well-looked-after gateway to the community and the surrounding tourist areas of the Dales and the Forest of Bowland. It reflects the interest and involvement of the community through

the work of volunteers in gardening, maintenance, restoration and public information projects and acts as a window on 'Bentham Life' through the featuring of a series of paintings by local artist Gill Barron.

Over the past year, FOBS has helped in attracting over £6,000 of grants, funding and support for the station and the volunteers have given in excess of 1,000 hours of their time in bringing the station to life.

The formation of the Friends of Bentham Station has helped concentrate the efforts of different volunteer groups, rail companies, local organisations and councils in a common purpose for future developments at Bentham station and along the Bentham Line.



Contacts

ACoRP: Association of Community Rail Partnerships

The Old Water Tower, Huddersfield Railway Station, St George's Square, Huddersfield HD1 1JF

Main contact: Brian Barnsley, Operations Manager

Email: brian@acorp.uk.com

Office Contact: Dawn Wolrich

Email: dawn@acorp.uk.com

Website: www.acorp.uk.com

Mike Bishop - is Chairman of Friends of Handforth Station and a founding member of ACoRP's Board. He has a particular brief for Friends of Stations Groups

Phone: 01625 524123

Email: mikebishop47@tiscali.co.uk

TfGM

2 Piccadilly Place
Manchester M1 3BG

Main contact: Steve Magner

Phone: 0161 244 1697

Email: Steve Magner

Steve.Magner@tfgm.com

Website: www.tfgm.com

Train Operators:

Northern Rail

Northern House, 9 Rougier Street, York YO1 6HZ

Main contact for Station Adoption

Peter Myers

Peter.Myers@northernrail.org

Northern's Community Strategy

can be downloaded from their website
www.northernrail.org

Arriva Trains Wales

2 Fitzalan Road, Cardiff CF24 OSU
Main Contact Geraint Morgan email
Geraint.morgan@arrivatw.co.uk

Network Rail North

Network Rail

4A, George Stephenson House

Toft Green, York YO1 6JT

Tel: 01904 383272

Network Rail South

Mike Franklin

Community Rail Executive

Network Rail

Temple Point, Redcliffe Way

Bristol BL1 6NL

Tel: 07824 411 311

Email:

Mike.franklin@networkrail.co.uk

South West Trains

Phil Dominey email:

PDominey@swtrains.co.uk

Stakeholder Manager

South West Trains

ScotRail

Main contact John Yellowlees email

External Relations Manager

First ScotRail

Atrium Court, 50 Waterloo Street

Glasgow G2 6HQ

Email: john.yellowlees@firstgroup.com

Southern

Main contact Sam Bryant

sam@sussexcrp.org

For other train operators please contact the ACoRP office above

Appendix 1

Appendix 2

Network Rail's Community Scheme

If your station adoption scheme also covers land that is not in the Train Operators lease then you may be able to do something with it via Network Rail's Community Scheme.

Around 90 schemes have been set up in less than five years since the scheme began, covering disused platforms, land under viaducts or over tunnels, disused branch lines and, in limited cases, small buildings. Groups have created gardens, wildlife areas, wild flower meadows, murals and artwork, as well as clearing litter and generally tidying up.

Network Rail has devised precautions, based on the safety procedures for their track workers, to keep volunteers away from the danger of moving trains and

make sure they don't cause problems for the operating railway. They assess each proposal for a scheme in the light of these. If you have an idea for a scheme please contact Mike Franklin at mike.franklin@networkrail.co.uk

Network Rails Community Scheme in action

DRONFIELD WILD FLOWER MEADOW

In October 2009 Friends of Dronfield Station took on a triangle of Network Rail land on the approach to the station, transforming it from overgrown wasteland to wild flower meadow in little more than a year. On the way they collected awards from ACoRP and the Sheffield Telegraph.



BARNSTAPLE DISUSED PLATFORM

Barnstaple station's huge island platform, overgrown after decades of closure, was the focus of one of the earliest Network Rail schemes, taken on by the Tarka Line Association. Under the leadership of Mike Day, owner of the wonderful Station Master's Cafe, planters have been restored, weeds dug out, overhanging branches lopped and a heritage-style running-in board installed. Mike has enlisted the help of the local B&Q store as well as Network Rail's Exeter Maintenance depot to help his volunteers turn the old platform into a major feature for the North Devon station.



Appendix 2

Appendix 3

Friends of Stations/Station Adopters Code of Conduct

- Comply with all terms and conditions for Station Adoption/Station Friends specified by their Train Operating Company (TOC);
- Ensure that the correct permission is sought from the TOC before undertaking any work at a station;
- Ensure that the group operates within the guidelines set out in ACoRP's Station Adoption Guide;
- Ensure that no member of the group acts in such a manner as to bring the Station Adoption movement into disrepute - *Remember that the behaviour of the group affects not only its own standing within the local community but also the reputation of every station adoption group within the rail industry;*
- Ensure that any issues regarding the TOC are handled internally within the rail industry and not through the media;
- Ensure that the group is open to everyone regardless of race, colour, nationality, ethnic or national origin, gender, by being a gay man or lesbian or religious belief or by conditions or requirements, which cannot be shown to be justifiable within the context of the Equal Opportunities Act.
- **Ensure that at no time are volunteers working at the station under the influence of drugs or alcohol.**
- **Ensure that no volunteer goes on the track or lineside under any circumstances.**

Example Press Release

PRESS RELEASE from FRIENDS OF PLODDER LANE STATION

**505 Plodder Lane, Farnworth,
Bolton BL9 3TP**

Phone: XXXXX XXXXXX

To the news editor (immediate)
May 28th 2006

GREEN FINGERED STATION FRIENDS CELEBRATE!

Friends of Plodder Lane Station are celebrating further improvements at their station. On Wednesday June 12th at 11.30 Councillor Vicky Hampson will open the new station garden at Plodder Lane, which has been created by the Friends of Plodder Lane Station with help from local railway staff and Hollins Garden Centre. 'We're delighted with the work our volunteers have put in to create this new community facility,' said Joe Taylor, chair of the group. 'Some of our volunteers have spent hours of their own time digging out flower beds and creating an attractive area for passengers. We've also been delighted with the sponsorship we have had from Hollins Garden Centre, which provided us with bedding plants.' Local railway staff at Bolton station have given some of their spare time to help out with some of the heavier work. 'The staff at Northern Rail have been simply great,' said Joe. 'Nothing has been too much trouble and they feel as proud of the work as we do.' Eileen Murphy, one of the green-fingered volunteers, is delighted with the group's success.

'We've helped make a fairly dull-looking station into something really special,' she said. 'Local people now feel proud to use their station.' Friends of Plodder Lane Station are inviting station users and any members of the local community to join them for the celebration on Wednesday June 12th. Tea and cakes will be served and musicians from the Plodder Lane Band will perform at the station entrance before the official opening. 'We hope the sun will shine and everyone will be able to admire the work we've done so far,' said Joe Taylor. 'We welcome the involvement of new volunteers – it's fun and a good way to meet new people. Our next plan is to involve Plodder Lane Primary School in a station art project.' Friends of Plodder Lane Station can be contacted on 07971 884241.

Ends.

Further details:

Joe Taylor on XXXX CCCC or 07971 XXXXX.

Note to editors:

Friends of Plodder Lane Station was formed a year ago to provide community support to the local railway station. It is a totally voluntary group. The 'Friends' work closely with train operator Northern Rail and TfGH.

Their website is: www.plodderlanestation.com.

Appendix 4

Appendix 5

Example Constitution

**1 The group shall be called
"Friends of Anytown Station"**

2 The aims of the group are:

- To promote practical environmental enhancement works especially by volunteers for the benefit of the community and train passengers.
- To publicise and raise awareness of the benefits of 'green transport plans', the train, and attractions of the station area and its environs to increase station 'footfall'.
- To encourage community involvement and ownership, particularly by young people and schools, in conservation, environment and associated education artworks, poetry, competition, etc. at the station and its environs.
- To encourage local businesses to improve their own properties and in sponsoring environmental enhancements at the station area.
- To campaign for improved infrastructure facilities and services.
- To work in partnership with ALL stakeholders to achieve these aims.

3 To fulfil these aims the group will:

- a) Undertake practical environmental, conservation, recycling works and other activities as they see fit.
- b) Encourage partnerships with other like-minded groups to undertake such works.
- c) Raise money/funding when necessary including by means of awards, grants and sponsorship for carrying out the aims of the group.
- d) Publicise their activities and achievements.

4 The area is generally the environs of Anytown Station and the adjacent areas.

5 The organisation shall apply for membership of The Association of Community Rail Partnerships.

6 Membership shall be open to anyone interested in taking part in, or supporting, the works of the organisation.

7 The organisation shall hold four meetings including an AGM each year to discuss its policy and administration. All members shall be entitled to attend and the meetings shall be fully advertised, especially at Anytown Station.

Funding sources

- 8 A committee and subcommittees shall be appointed as required to conduct the administration of the organisation. This committee (which will include a Chairperson, Secretary and Treasurer) will be in charge of the day to day running of the organisation, but will be answerable to meetings of members.**
- 9 There shall be an annual subscription to help pay necessary expenses – to be fixed at a members’ meeting at such a rate as is from time to time thought appropriate.**
- 10 Accounts shall be kept by the treasurer, submitted to an independent inspection and approved at a members’ meeting.**
- 11 The organisation shall obtain any necessary insurance for volunteers on its projects, and for injuries to third persons, and damage to property.**
- 12 This Constitution shall only be altered by consent of a majority of the members of the organisation.**

TfGM has a number of small grants that may be available for station adoption groups within Greater Manchester. Contact Steve Wagner (Contacts, Appendix 1).

ACoRP also has a small grants fund available to ACoRP members via the office contact Dawn Wolrich.

Most local authorities have small grants available for voluntary organisations. The easiest way to find out whom to contact will be through your local Council for Voluntary Service – find them in your phone book. If you have a parish or town council, they invariably give small grants to local worthy causes. A number of large organisations and firms both at national and regional level also provide funds and sponsorship for Community based projects. ACoRP members have access to a Station Adoption Funding Guide on the ACoRP Website and regular updates on funding in ACoRP’s Train on Line newsletter

For bigger projects, there is a wide range of funding opportunities for voluntary groups. The Big Lottery Fund is currently being re-structured but may be able to help. Charitable foundations can also often have funds for your sort of project. Make sure it meets their criteria.

For big projects we strongly suggest that you seek advice from ACoRP.

Appendix 7



Join ACoRP!



The national network for 'station friends'

ACoRP – the Association of Community Rail Partnerships – is the national federation of voluntary station groups. It makes sense to join and be part of a friendly and supportive family!

If you are based in Greater Manchester membership is free. If you are outside Greater Manchester there is a small charge.

This entitles you to receive all our publications (we do a twice yearly magazine, Train Times, and a monthly electronic newsletter, Train On Line). You will also be able to participate at ACoRP events including seminars and conferences.

Acknowledgements

Out thanks to all the groups and individuals who have contributed to this handbook, and for the images on page 1 and page 23 Chris Barber and Ben Blackhall respectively.

Thanks also to Phil Jenkinson, Peter Roberts, Simon Clarke, Mike Bishop, Mike Franklin and Marjorie Birch for advice, proofing and corrections.

ACoRP Membership – 2013

Please sign us up as a member of ACoRP in the 'station friends' category

FRIENDS OF STATIONS

APPLICATION FOR MEMBERSHIP/MEMBERSHIP RENEWAL FORM

Name of Group _____

Please enclose copies of the following:

Constitution

Names and contact details of the officers of your group;

Name, telephone number, e-mail address of the main contact;

Date of your group's safety briefing from your Train Operating Company (TOC);

If you group has 3rd party or personal insurance covers please enclose a copy of the policy;

If your group has a Child Protection Policy and/or Vulnerable Adults Policy please enclose copies.

Signature of Chairman _____

Please print name _____

By signing this form you undertake, on behalf of your group, to conform to conditions laid down by ACoRP and your Train Operating Company.

We would be grateful if you can send us supplementary information about your group and examples of the work you are doing or planning to do (Please attach with your membership application).

Appendix 7

