

STARTER KIT

BIKE PROJECT

A BIKE REPAIR KIT ON YOUR STREET



ABOUT THE PROJECT

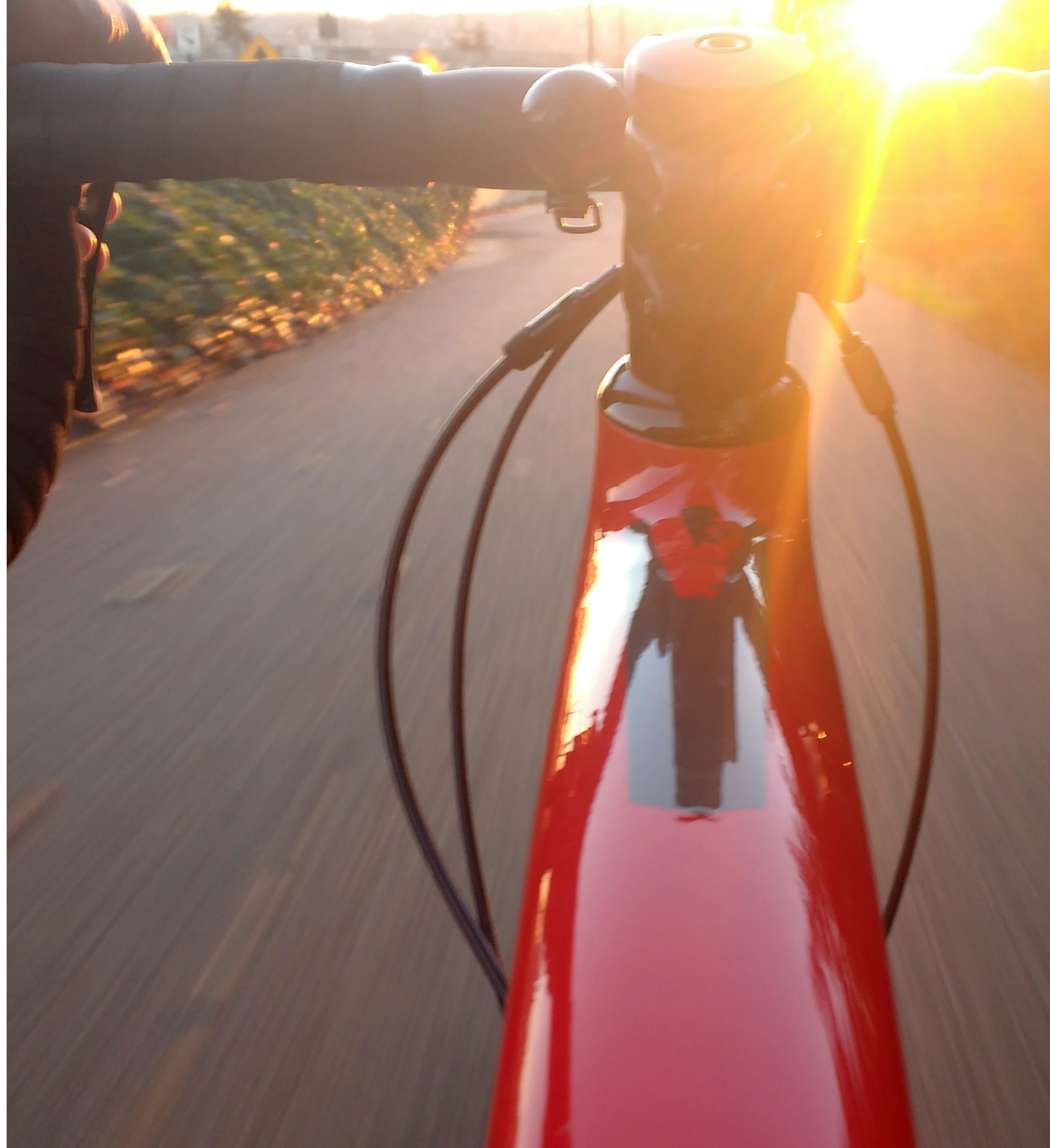
Cycling is a great low impact activity that helps you look after your health and the environment all in one. If people on your street use a bike to get around the borough, this project is for you!

This project aims to give you and your neighbours the means to share simple repairs that can save you some time and a bit of money too.

In this Starter Kit you'll find everything you need to fix punctures, change wheels and carry out general maintenance on your bike.

All you need is this Starter Kit and an accessible space on your street to store the repair kit.

You might also know a space in your neighbourhood where a Bike Repair Station can be safely kept and accessible to you and all your neighbours. If you and 10 of your neighbours would like to, you can have your streets very own Bike Repair Station.



WHAT'S IN THE KIT



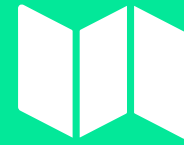
2

FULL SET OF
TOOLS



5

PUNCTURE
REPAIR KITS



PROMOTIONAL
MATERIALS



SUPPORT



WORKSHOP
& TRAINING



INSURANCE

WORKSHOPS & NETWORKS

To help with the planning and organising of your Tomorrow Today Street, a number of workshops have been designed and scheduled across a 5 week period. These workshops will be scheduled at different times and repeated each week so everybody has a chance to join in!

Workshops will be informative and informal, guiding you and your neighbours through the nitty gritty details of the projects work and how you can start them on your street.

Follow the link to keep updates: https://www.facebook.com/pg/weareeveryone.org/events/?ref=page_internal

HOW TO ORGANISE A TOMORROW TODAY STREET

How to plan and organise Tomorrow Today Street with your neighbours. Learn how to get others involved in your neighbourhood and start a team. We'll go through ways to asset map ideas to get you and your project started.

Some of the projects require online Health and Safety training which we will explain how to carry out and complete.



HOW WE WORK

Learn about our principles and how they can help you to make your project inclusive and welcoming to all of your neighbours as the project grows.



DIGITAL BRIEFINGS

Introduction to the digital tools you can use to support the Tomorrow Today Street projects. We'll go through the uses of different social media platforms and softwares, and follow easy steps.



INTRODUCTION TO THE BIKE PROJECT

In this workshop, we will go through the Starter Kit and discuss how you can best use the tools with your neighbours. We will also share some inspiration on how to get more of your neighbours involved!



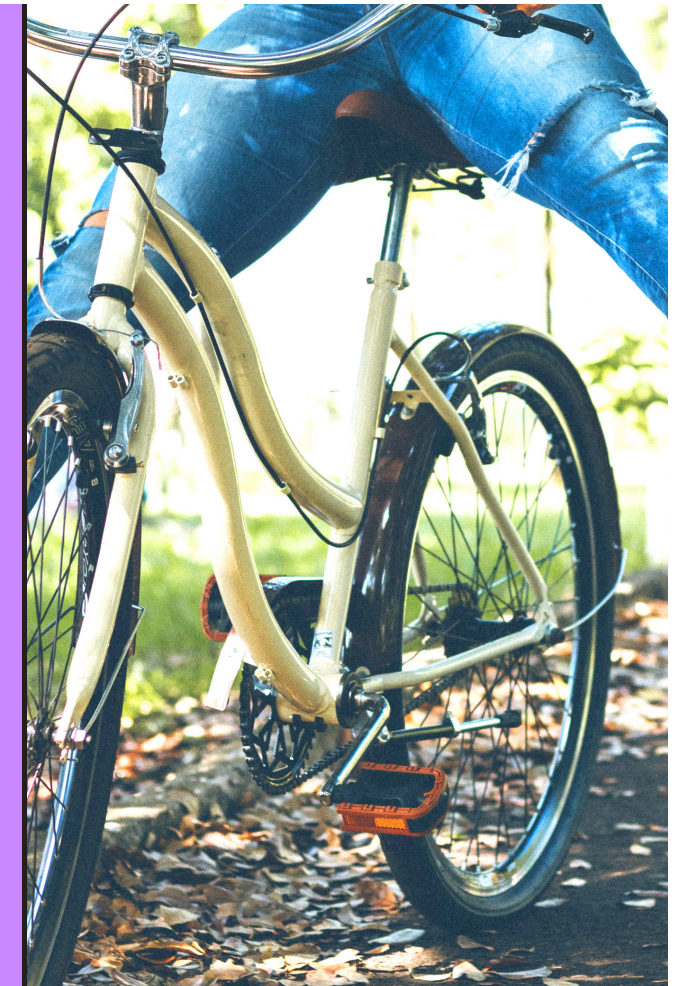
BIKE REPAIR CAFE

Join this workshop to find out everything about how to organise your own repair and maintenance sessions with your neighbours. We will share some simple tips on bike repairs as well as how to promote your sessions.

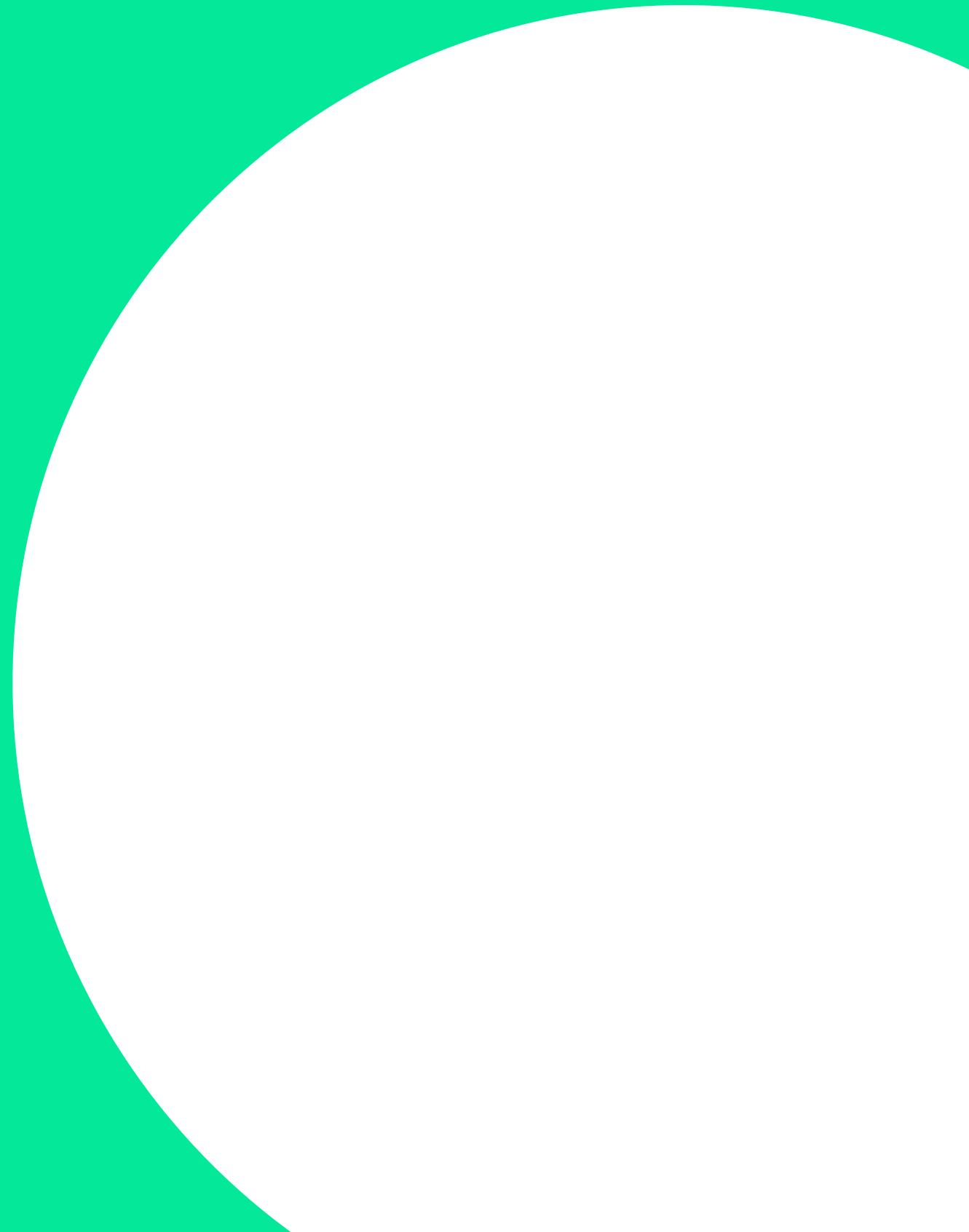


WILD CYCLE

The Bike Project is also about socialising and helping each other feel more comfortable cycling in your area. Join this workshop to learn about fun ways that you can make cycling an exciting experience to share with your neighbours!



THE BIGGER PICTURE



ABOUT EVERY ONE EVERY DAY

For the past two years Every One Every Day has been working with people across the borough, joining together to share skills, start projects and make friends. Residents have been pouring their creativity and energy into these projects, ranging from cooking, making, sewing, playing, growing, sharing, composting, film and writing.

WHAT IS EVERY ONE EVERY DAY ABOUT?

There are five high street shops around the borough and one large public makerspace called The Warehouse in Thames.

People pop in to have a cup of tea and share their project or collaborative business idea and then work with the design team.

Over the last two years the project has grown a large enthusiastic network of over 6000 local people, who are doing practical things together to make everyday life better for everyone.

So far more than 150 neighbourhood projects have started with lots of local people participating, with as much or as little support as needed, including cooking, beekeeping, growing, making, repairing and much more.

Many small things done by many people really add up, and really do make friendly, healthy and happy neighbourhoods.

Lots of wonderful things are being achieved by local people, families, friends and neighbours!

HOW DOES EVERY ONE EVERY DAY WORK?

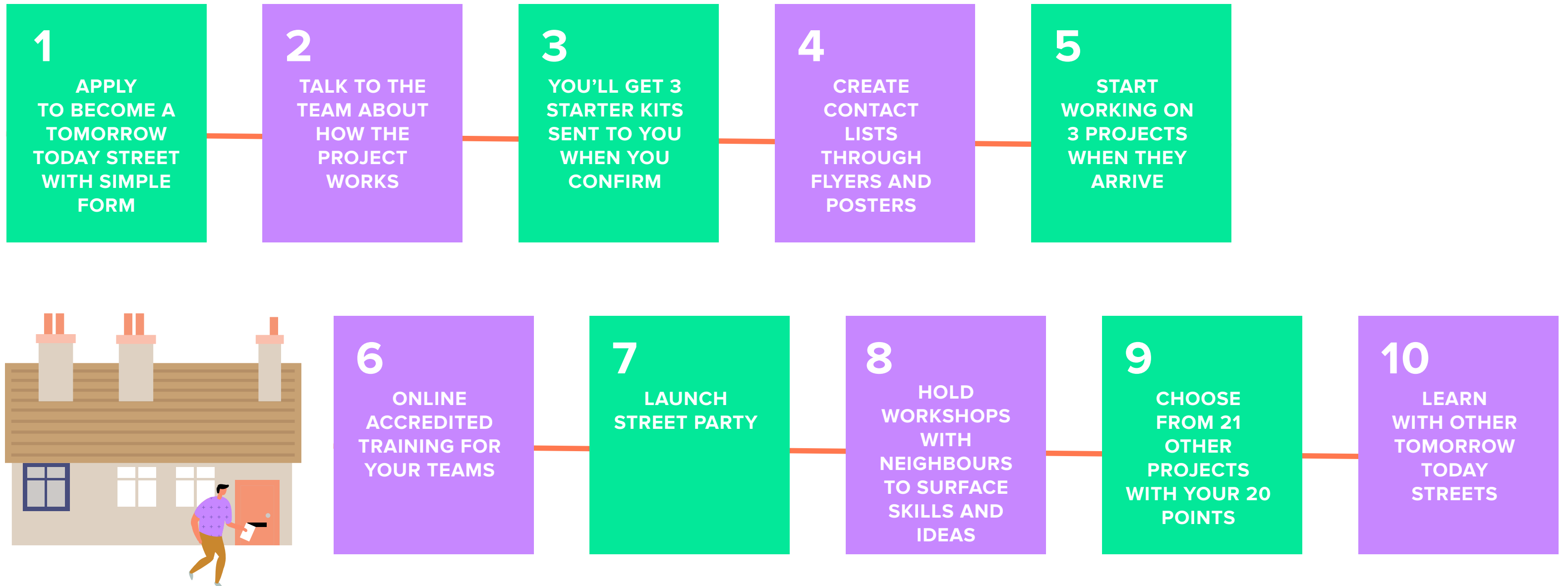
Practical hands on ideas – not lots of meetings Every One Every Day builds on the ‘hands on’ projects that people have been creating over the last few years in their own neighbourhoods. These types of projects welcome people from all walks of life.

These projects include:

- Sharing skills, spaces and resources.
- Families working and playing together.
- Batch cooking and community meals.
- Food growing and tree planting.
- Trading, making and repairing.



HOW IT WORKS



INCLUSIVE PRINCIPLES

HOW THE TOMORROW TODAY STREETS WILL WORK WITH NEIGHBOURS AND THE EVERY ONE EVERY DAY TEAM

1

**OPEN TO EVERYONE
- NOT EXCLUSIVE GROUPS OR CLUBS**

Anyone can start a Tomorrow Today Street, as long as you live in the borough you're ready to go! If you need help connecting with your neighbours to get started the Neighbourhood Shop Teams are ready to help.

2

EVERYONE IS VALUED, ON AN EQUAL FOOTING

The whole street matters! Starting a Tomorrow Today Street means creating space for everyone to have a say in picking projects, planning and taking part.

3

**PROJECTS THAT BENEFIT THE WHOLE STREET
- NOT JUST INDIVIDUAL HOUSEHOLDS**

The projects are designed to work together and benefit everyone in your street. The Starter Kits are full of great bits for everyone on your street to use, it's important to make sure that material and equipment are accessible and are easy to borrow and keep safe.

4

PRACTICAL SPEEDY WAYS OF WORKING IN PROJECT TEAMS - NOT COMMITTEES

It's important that when planning the projects to start on your street, you and your neighbours share responsibility and make decisions together so you can get started quickly. Different people will form small teams around each project, and those who are actively involved will have the most influence over the decisions.

5

**CHILDREN ENCOURAGED TO BE INVOLVED IN PRACTICAL PROJECTS AS MINI-MAKERS
- NOT JUST SPECTATORS**

There's always something for the kids! Across the 24 projects you'll find lots of activities that children and young people can host, take part in, learn from and enjoy! At Every One Every Day children are mini-makers, creating, learning and sharing their skills.

6

SUPPORT FROM EVERY ONE EVERY DAY

The Every One Every Day team will help you every step of the way. They will support your street with lots of tools, ideas and plans to kick off your Tomorrow Today Street the right way. We're learning and researching together to make everyday life better in your street.

BIG TEAMING ON YOUR STREET

Every person on your street has something amazing they can contribute to making you Tomorrow Today Street wonderful! Big teaming is a different way of working, the aim is to get as many people in your street benefiting and contributing from these practical projects as soon you can.

Often with neighbourhood projects committees are established to control and direct activity. This is mostly done because small groups may be managing money and some kind of governance is required. Working through committees often leaves people working on them exhausted, it can slow things down, and make it hard to move things from talking to action and cause people to lose interest.

The Tomorrow Today Street project is set up so that people can get things done and done quickly, not wasting any precious enthusiasm.

The Starter Kits come complete with equipment, materials, insurance and support so there is no need for governance around money in the usual way.

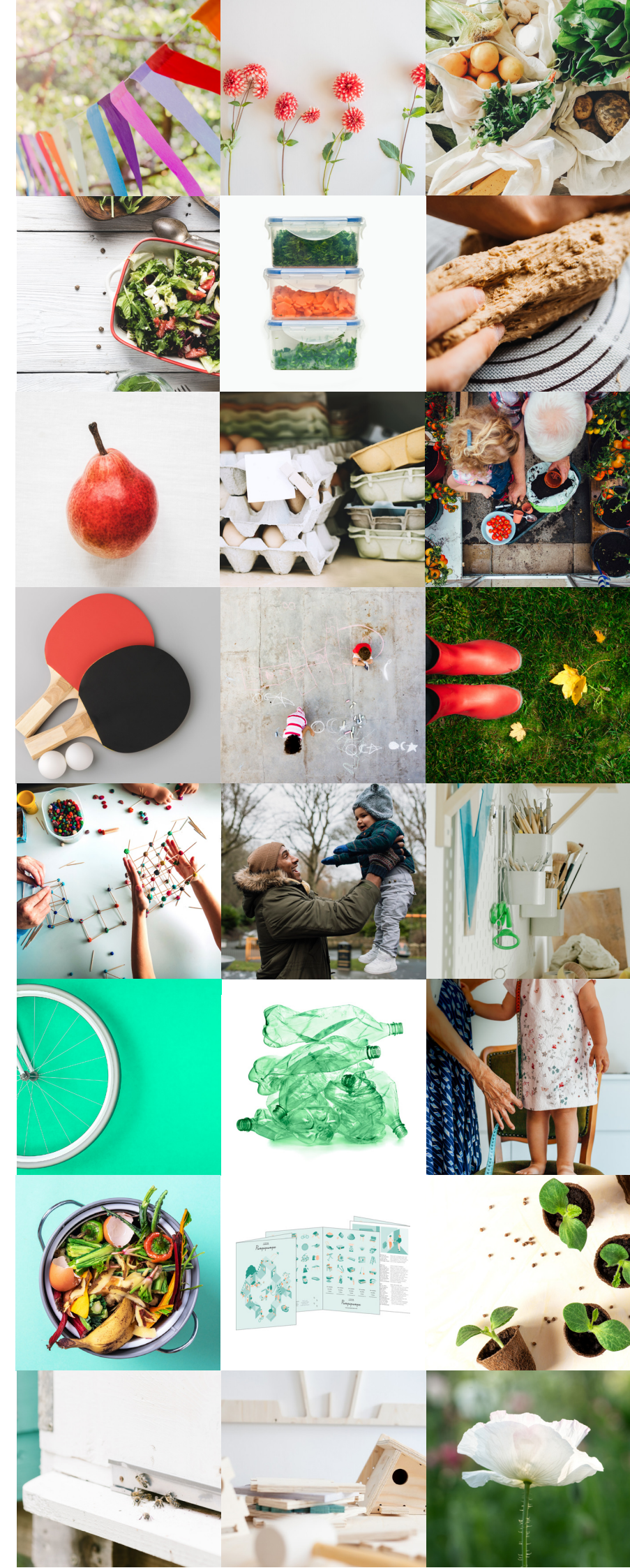
The aim of big teaming is to allow smaller groups of people to collaborate together on individual projects that engage their skills and ideas and fit within their daily life. For example 4 people may come together to start a bread making project like Loaf — that bakes regularly and shares this bread with neighbours. Another set of neighbours may come together to plant and look after an orchard, share the harvest or arrange jam making. A group of parents may collaborate to start a walking bus.

As the teams and projects grow - many people will participate and be involved, get to know their neighbours and share ideas, food, skills and friendships.

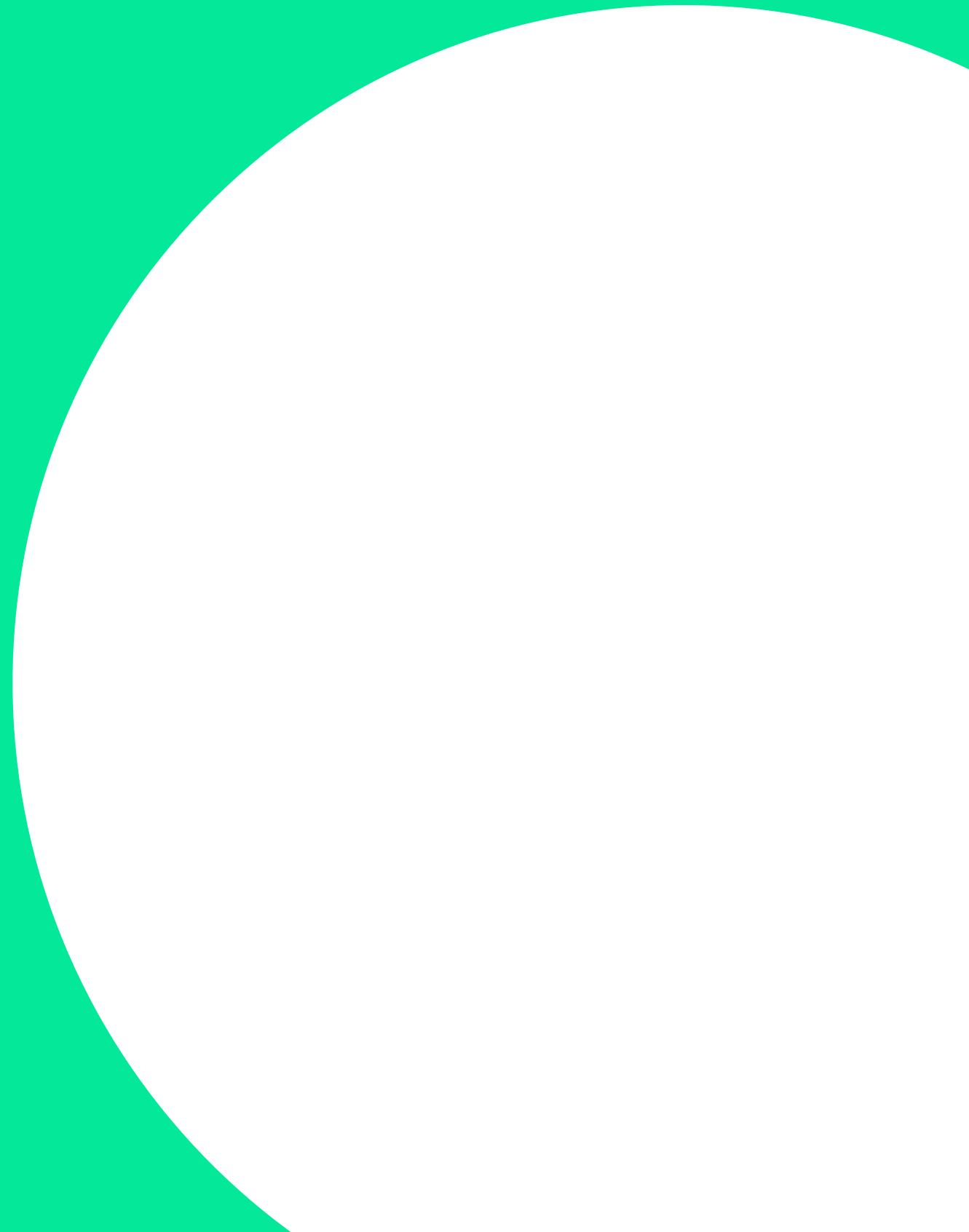
Every Tomorrow Today Street has automatic projects which will help neighbours get to know one another better. Decisions will need to be made about which other projects will be chosen for your street.

The Every One Every Day team will arrange a workshop for your street where this can be discussed and projects chosen. Importantly, skills and enthusiasms will need to be gathered from people who attend the workshop and those who couldn't make it.

If three people come forward during this process and want to start one of the projects together, all efforts should be made to make this happen as quickly as possible.



TOOLS TO ACT

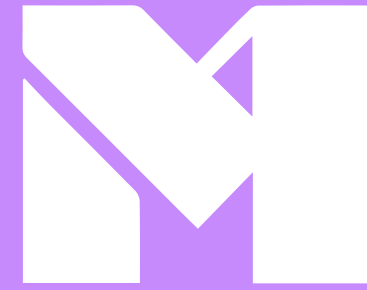


DIGITAL TOOLS

There are many digital tools you can use to help you and your neighbours stay organised, plan together, share ideas and show your street to the world.

You will learn exactly how each digital tool could help you and which one is best for your street in the Digital Briefing Workshop (see workshop section).

The every one every day team will help you set up to organise your tomorrow today streets using some of these platforms.



MIGHTY NETWORK

A social platform where you can organise as a street, document your progress and find all information regarding workshops.



WHATSAPP

A great app for sending instant messages and pictures, Whatsapp is a great tool to chat and organise with your neighbours.



INSTAGRAM

You can use Instagram as a photodiary, sharing lovely pictures of your street with family, friends and the world!



MONDAY.COM

A great planning website which will help you create task lists with deadlines and assign roles to each person on your team. You can create a Monday's board with your Street Mentor so they can help you plan and stay on track.



MURAL

A giant online notepad you can use to draw plans, create moodboards and workflows.

RESEARCH

SHARE THE STORY OF YOUR STREET



BECOMING A MEMBER OF EVERY ONE EVERY DAY

As your Tomorrow Today Street grows and more of your neighbours become involved, it's important that they become members of Every One Every Day so they are covered by the insurance policy and can take part in the programmes evaluation. A simple online digital sign up form has been created for you to share at sessions.

INTERESTING RESEARCH ROLES

Research isn't just about writing notes and recording numbers. You and your neighbours can take on different roles to keep track of your project and showcase all the amazing work you'll be doing together. The Photographer, The Counter, The Maker and The Writer are all roles for people to find creative ways to tell your streets story.

- Who would like to host a Bike Project session?
- How often are Bike Project sessions taking place?
- What type of repair sessions have there been? (e.g. puncture repair, wheel replacement, general maintenance, etc).
- How many neighbours come back to sessions?
- How many new neighbours join in each week?
- How far are people coming from to join in? (e.g. is everyone from the same street? Do some people join in who live on different streets?)
- Were there any interesting quotes from the session that have been held?
- How many new neighbours has everyone met since starting the Bike Project?

EVERY ONE EVERY DAY PRIVACY POLICY

Download and share the privacy policy with neighbours taking part in sessions so they know exactly how their information will be used.

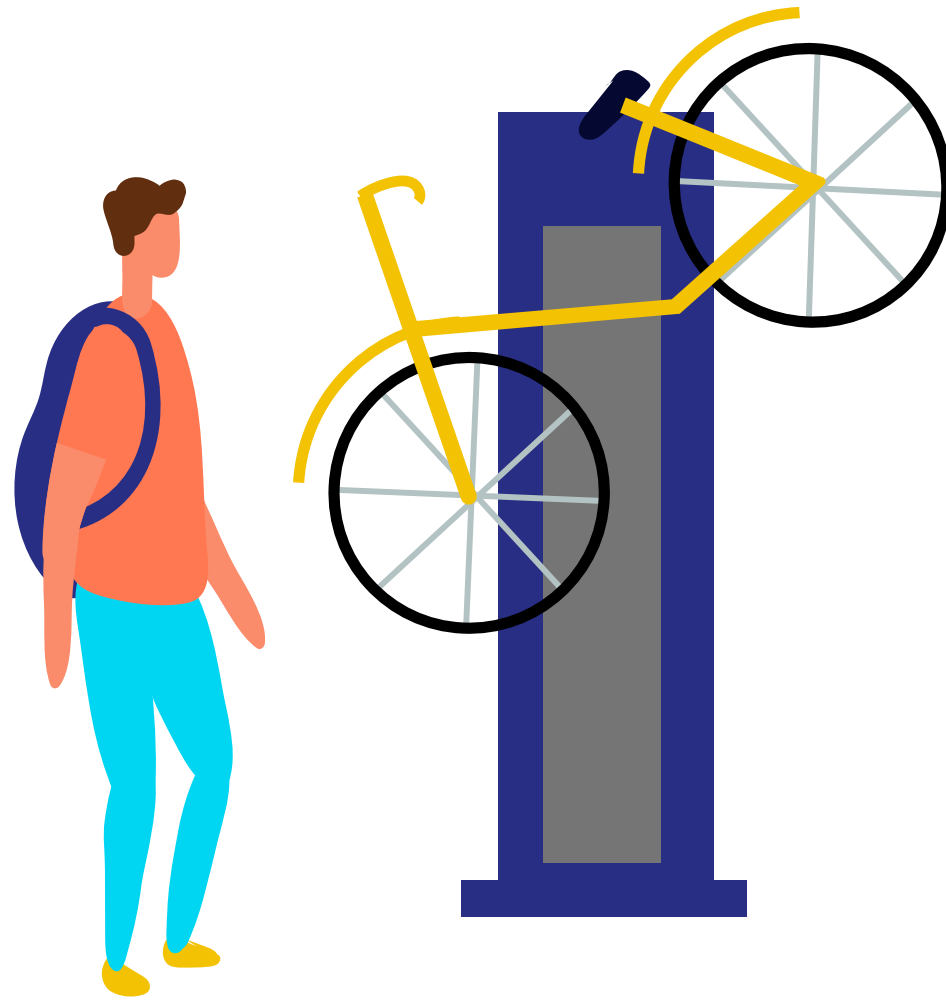
HEALTH & SAFETY

To ensure the safety of everyone, we ask that residents running The Bike Project take part in certain forms of training prior to the event. This is to align to our insurance policy - just incase!

Training required:

First Aid
Health & Safety

There are also some simple things to bear in mind when doing repair work. Remember these tips and share with others taking part in any activities:

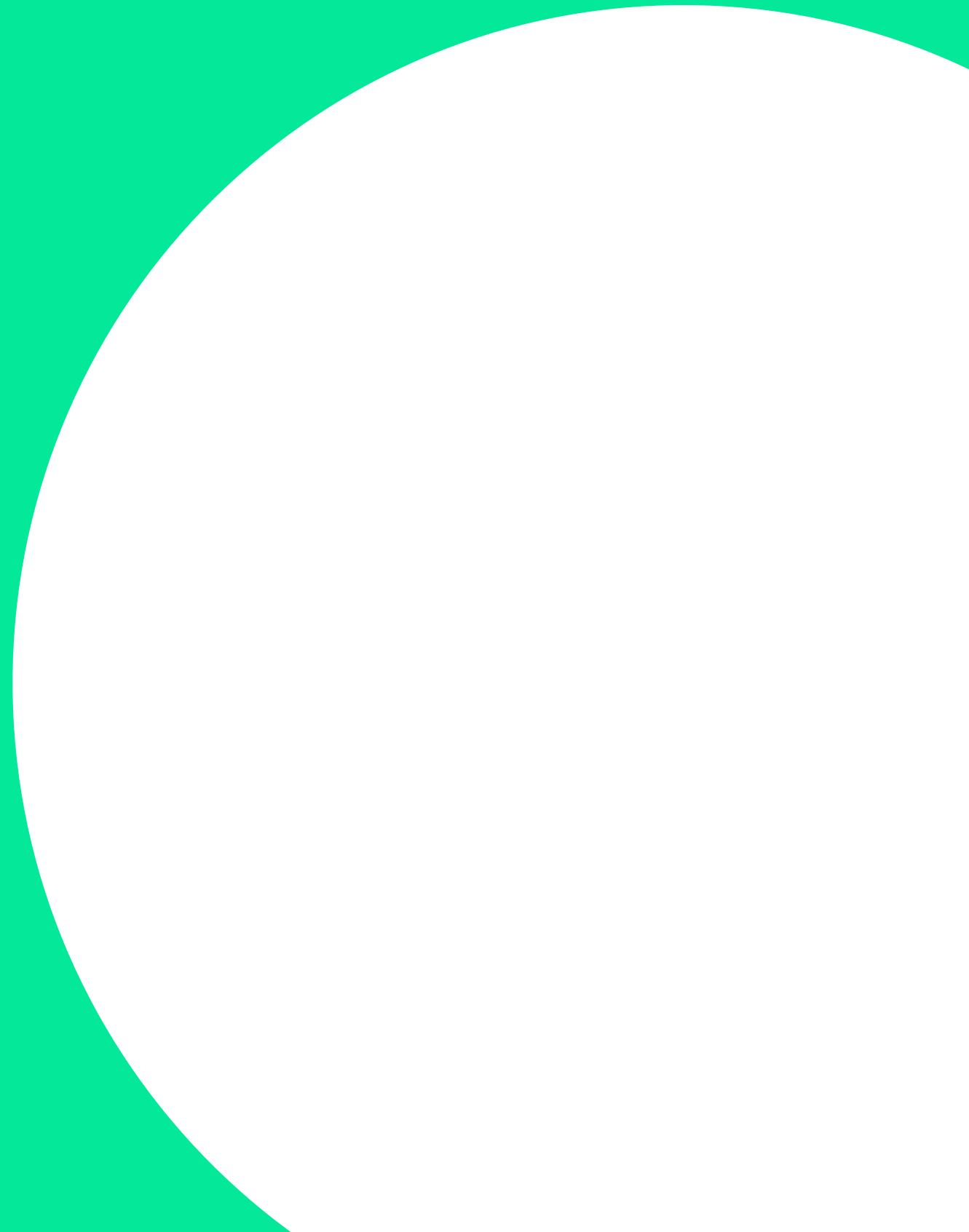


**MAKE SURE TO KEEP TOOLS
AND SMALL ITEMS AWAY
FROM CHILDREN.**

**MAKE SURE TO BE CAREFUL
OF YOUR BACK AND
KNEES WHEN LIFTING OR
CARRYING HEAVY OBJECTS
LIKE A BIKE FRAME.**

**ALWAYS REMEMBER TO BE
MINDFUL OF OTHERS
AND YOURSELF WHEN
USING TOOLS.**

GETTING NEIGHBOURS INVOLVED



ROLES IN YOUR STREET

Tomorrow Today Street projects include a variety of roles that allows different people on your street to get involved in ways that best match their individual interests, skills and abilities. Here are some examples of roles that you might need for your street.

TEA MAKER

You will have the very important role of spreading positivity and putting smiles on faces by making and sharing warm beverages as everyone joins in with activities, sessions and games.

MEETER & GREETER

Help your neighbours feel welcomed as they show interest and join in with your project.

PHOTOGRAPHER

As the photographer, your role will be to capture memories and moments that shows your street as you take part in projects together. Ideas: how neighbours make decisions, how ideas grow and how much fun you have and what you learn during projects.



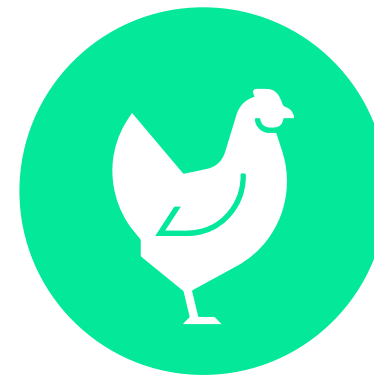
**GAMES MASTER
(HEAD OF GAMES)**



**BEE
BUDDY**



STORYTELLER



**CHICKEN
WHISPERER**



**FIRST
AIDER**



**PING PONG
PLAYER**



SHOPPER



**WASHER
UPPER**



COOK



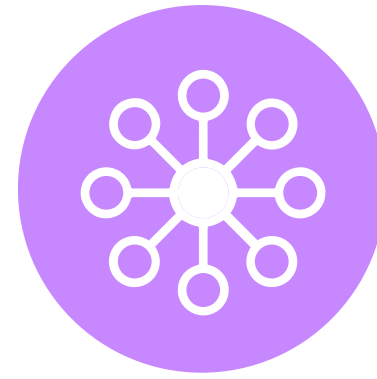
PHOTOGRAPHER



NATURE
LOVER



TEA
MAKER



CONNECTOR



RECYCLER



COMPOSTER



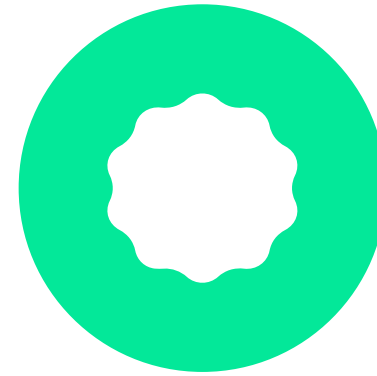
MEETER &
GREETER



CLOTHES
MENDER



FILM
MAKER



BADGE
MAKER



BAKER



KNITTER



WRITER



DIY
EXPERT



RESEARCHER



DOG
WALKER



LISTENER



MAKER

HOW TO COMMUNICATE

There are as many ways to communicate as there are ways to help each other out! For your group conversations, you can use a WhatsApp or Facebook group that everyone can join to stay up to date.

People over the world have different ways to talk to their neighbours, from putting up a note on their windows to writing nice messages on post-it notes... let your imagination fly!

A phone call to check in, a chat over the fence or on the street are also all good ways to share some neighbourliness.

For the less tech savvy amongst the group, these add a personal touch that all the other formats may not, so don't underestimate how far a text can go!

There are loads of ways to get neighbours involved, and a simple conversation is usually a good way to get things going. If there are neighbours you know that have children around a similar age, a knock on the door and a quick chat never goes a miss.

You can also put one or several posters up on your street to describe what the project is about and how your neighbours can get involved.



WHATSAPP

Whatsapp groups have become very popular because they allow people to send and receive messages, pictures, videos and voice notes.

Your Street Mentor can help you moderate your group if you need or give you advice on how to manage the group.

LEAFLETS, POSTERS & NEWSPAPERS

Posting leaflets through doors, and putting posters in the area helps inform those who you may not reach through door knocking.

You can leaflet to get people involved in your Tomorrow Today Street or inform them of an upcoming event.

FACEBOOK

You may want to create a private Facebook page, it's a popular way people can share videos, photos and plan! It's also a good way to create events and keep track of whose coming along to sessions.

It's also a great way to save memory on your phones and computers by keeping it all online.

NEXT DOOR APP

The app is localised, so people living on nearby streets can recommend message each other, reach out for support or invite people to events.

GETTING OTHER PEOPLE INVOLVED

Don't forget that some of your neighbours might not be online so phone calls and chats over the fence or on the streets are also a good way to communicate and get people thinking about the future together.

It's really useful to have a way of staying in touch with everyone who's involved. Some people may want to be super involved, and others may want to help out for a little and take a pause, whatever the circumstance, you'll need to have an easy way to talk to each other.

BUDDY UP

There may be some people that aren't online, or have access to the internet that you've spoken to about the project. To keep them in the loop, buddy that person up with someone who preferably lives nearby who can hand deliver the message, or give them a ring about important changes, meetings and fun goings-on.



MEETINGS

It's very easy for meetings to become a bit tiresome! But residents have developed all sorts of ways of keeping meetings light and efficient. They remain a great way of checking in, supporting each other and making group decisions to get things done!

- Set a time and try to stick to it.
- At the start of your meeting decide as a group what you want to discuss but leave space at the end for comments.
- Take it in turns keeping notes.
- If there is time prepare refreshments together.
- Bring inspirational prompts, you can even use music.

Remember this is a group project so we'll help to ensure no residents are left in a position whereby they're having to take on control of group decision-making and that opportunities are spread equally through the group.

MAKE MAGIC COMBINATIONS WITH NEIGHBOURS BY MIXING UP PROJECTS TOGETHER!



BIKE & BEES

BIKE PROJECT

PLAN A WILD
CYCLE ROUTE



REWILDING BEES & FLOWERS

STOP OFF A GREEN
SPACES TO PLANT
WILDFLOWERS



BIKE TIPS & FIX

BIKE PROJECT

MAKE BIKE REPAIRS



SHARING STUFF

SHARE KITS
& TOOLS



TRADE SCHOOL

LEARN HOW TO
REPAIR BIKE

PROMOTIONAL MATERIALS

THESE BRIGHT AND COLOURFUL LEAFLETS AND POSTERS WILL HELP YOU GET YOUR NEIGHBOURS EXCITED AND LET THEM KNOW THEIR ROAD IS ABOUT TO BECOME A TOMORROW TODAY STREET!

INDOOR & OUTDOOR POSTERS

Waterproof and regular posters to catch your neighbours eye as they walk by. Pick a lamp post that gets a lot of traffic!

LEAFLETS

Pop these leaflets through your neighbours door.

NEWSPAPERS

Once you and two of your neighbours have started, you will be sent 30-50 newspapers to get even more people involved. The newspapers contain a breakdown of all 24 projects and all the introduction information.

CONTACT CARDS

A small card for you to write your name, email or phone number so your neighbours can get in touch to find out more.

OTHER MATERIALS

Posters, leaflets and social media are the best way to promote your event, you can place them on your street, at nearby cafes, communities spaces (such as libraries) and your front window.

It gives you the material to show people on your street the amazing things they can do and get involved in.

Our Every One Every Day shops will be more than happy to promote your event with posters and leaflets.

THIS KITS INCLUDES:

- The following promotional materials will be included in your starter kit:
- Poster 1 & Leaflet 1 inviting neighbours who live on your street to join in with the bike project. This can be either just to take part or even to give a helping hand with planning repair sessions and events.
- Poster 2 inviting your neighbours to a repair morning/afternoon or evening. This is a fun way to get to know your neighbours while introducing the starter kit to everyone on your street.

WE SUGGEST:

- 6 weeks prior - Posters for people to help organise and set meeting times/places.
- 6 weeks prior - Leaflets to invite people to organise
- 2 weeks prior - Leaflets to promote the day
- 1 week prior - Laminated posters for the area



HOW WILL THIS WORK ON STREET



REPAIR IDEAS FOR REPAIR SESSIONS

One way to introduce your street to the Starter kit is by organising a repair morning/ afternoon where you can set up a repair session to show your neighbours the wonderful tools and items in the kits, share tips and cycle routes, and even start carrying out a few repairs too!

Once your neighbours are familiar with the kit, you can then come together with those who are interested in taking part in the project and plan further repair mornings/ afternoons together. These can be general open repairs, or even specific to a certain type of repair.



PUNCTURE REPAIR SESSIONS

One of the most common types of bike repair is the all too common punctured tyre. Holding a repair session on how to find, and fill a puncture successfully would be a fun and interesting way to share skills with each other while giving each other a helping hand!

HOW TO CHANGE A WHEEL/ TYRE

Sometimes, sometimes a wheel needs to be replaced entirely. This can be because a puncture can't be fixed as it's simply just too big, or because the lining of the tyre is too worn down. A repair session on how to remove and replace a wheel/ tyre would be a good way to share this skill with your neighbours too.

HOW TO ADJUST YOUR BRAKES

New bikes are usually really nice to look at and can fill you with excitement at the thought of taking your new two wheeler around for a spin. But sometimes they need a little extra tuning to ride as we would like to. One area that can make a world of difference is the brakes. Sharing how your neighbours might be able to adjust their brakes could go a long way to helping them feel safer as they ride along your street.

GENERAL MAINTENANCE

Sometimes all a bike needs is a general check up. These sessions can be a great opportunity to make sure that bike chains are well oiled, bike seats are in comfortable positions, and handle bars are pointing in the right direction. As we get comfortable with our bikes, we sometimes forget the small changes that happen while we're enjoying them. This would be a good chance to keep an eye on the general things that may change over time.

WAYS TO SHARE YOUR CYCLING INTERESTS

You can also think about other ways to share your cycling interests and enthusiasm.

SOME EXAMPLES ARE:

- Organising a group bike ride in your area.
- Sharing bikes on your street so neighbours without bikes can enjoy cycling too.
- Introducing cycling to children on your street and taking collective responsibility to keep an eye on them so they can cycle in your neighbourhood safely.
- Any other fun ways that you can make cycling an exciting experience to share with your neighbours!



ENJOY THE PROJECT

IF YOU HAVE QUESTIONS
OR NEED ANY HELP, PLEASE
CONTACT ONE OF THE TEAM OR
VISIT THE WEBSITE.

[WWW.WEAREEVERYONE.ORG/
TOMORROWTODAY](http://WWW.WEAREEVERYONE.ORG/TOMORROWTODAY)