



Minutes and Outcomes from Community Development Sub-Committee Meeting

Date of Meeting: 4th November 2019

Produced by: RV

Green Infrastructure Project

Notes

UPDATE TO CDO SUBCOMMITTEE

Funding Process Update

Following communications from WG we have been informed that they are not in compliance with the RDP funding guidelines. This means that the funding for the initial 3-year project is not going to be made available but they are going to stand-by their offer for the first year's funding.

What this means:

1. I have to reprofile the spend for the first year as it would be impossible to deliver what was planned within the 5 months remaining of this financial year; the deadline for the last spend.
2. The partnership has been asked to submit a revised funding application under standard RDP stream. This is something I continue to work with the partnership on and will fund an additional 3 years (April 2020-March 2023).
3. The revised RDP application will include 2 additional cost centres: Project Management (Community Development Officer) and Financial Managements (Clerk). This will allow us to cover the costs of the project going forward in relation to existing staff.
4. The first year's spend is being reprofiled with 3 objectives in place
 - 1) That all activities compliment and provide a foundation for the subsequent 3-year project.
 - 2) That all costs previously stated under the overheads and usage rates are recovered to reflect the realities of the cost incurred.
 - 3) That capital spend be directed towards further enhancement of existing projects to ensure connectivity and strengthen sustainability.

RECORD OF SUB-COMMITTEE MEETING

For clarity the "GI Project" will now be defined under two different headings based on the funding secured to support them:

"GI Year 1" – Funded by Welsh Government for the financial year 2019-2020.

"GI 3 Year" – Funded under RDP.

GI Year 1

Total Value of Grant: £29,345

Budget Breakdown:

Salary and Costs - CDO (Project Management) - £1,000

GI Charter/Foundation Setting Consultancy - £5,000

Container Spaces and Refurbishment - £6,003

Container Space Furnishings - £1,000

Office equipment and essential tools - £1,200

Woodlands Engagement – Mill - £6,288

Woodland Management Tools - £1,200

Office Supplies - £1,600

Larch Cladding - £554

Equipment usage, power, etc. - £1,500

Room Rents and Fees - £1,000

Marketing and Promotion of GI Charter - £1,500

Multi-Sector Engagement Events x 2 - £1,500

CDO presented CDO-SC (Community Development Sub-committee) with an update on the current status of both funded aspects of the project and shared an overview of the financial profile; including aspects of which will cover project costs, staff time (existing) and cost for use of equipment and space within the project delivery.

Cllr. Jenkins queried, via email response, if there were details available of the reprofiled. These were not available until after the last CDO-SC meeting but are now attached to this report.

The CDO shared the Outcomes to be delivered under the GI 3 Year aspect and these are now attached to this report; these may change following revisions of the grant application in early/mid-December.

GI 3 Year

Total Value of Grant: £148,230

Budget Breakdown: See attached budget forecast (subject to change following Expression of Interest Process).

The Expression of Interest form, attached, has now been completed and sent to Welsh Government. The CDO will now focus on completing the Project Plan to accompany the stage 2 application. The Activities and Responsibility/Duration aspect of this plan is attached for consideration.

The CDO explained that County Officers have the support of various departments and other officers to support in this process whilst the CDO is having to complete all works independently. Member of the Sub-Committee accepted this and recognised the value of the project, financially and socially, and recognised the need to prioritise it.

The CDO explained the need to work from home on occasion in order to avoid disruptions, which has greatly increased efficiency with this project, and focus on urgent matters when they arise. Members agreed this was acceptable and the CDO should ensure he is contactable during these occasions.

Cllr. Madge thanked the CDO for the efforts thus far and Members supported this.

Health Board Meeting – Mapping and Social Well-being

Notes	RECORD OF SUB-COMMITTEE MEETING
<p>On the 21st of October I delivered, in partnership with the CDO from Llanedi, a pop-up engagement session in Ammanford to support the Health Board with their initiative. The feedback from members of the public in relation to the non-health board related aspects of what we presented were:</p> <ul style="list-style-type: none"> - More regular presence in the main shopping area in the Valley so more people can be made aware of the CDO service in Cwmaman/Llanedi. - More information/demonstrations on the MakerSpace/Workshop projects. - Interest in the Natural Spaces projects was high and the majority of people engaged were concerned about the natural environment and sustainability. - The need for a joined-up approach to the future development of the Amman Valley was raised on number of occasions. Some raising concerns over wasted public money due to duplication, wasted time and “lack of sharing”. When asked if this applied to Cwmaman Town Council all who raised this concern stated that it didn’t but that we should help others. <p>I am currently awaiting further dates for engagement activities from the Health Board and, in the meantime, continue to collate data and information from our end in readiness.</p>	<p>Members queried the requirement for this to be within the CDO workload given the previously agreed priority projects.</p> <p>The CDO explained that there were certain benefits around promotion of current, prioritised projects, but that this was not something which couldn’t be achieved anyway.</p> <p>Cllr. Jenkins queried, via email response, if there was any income generation as a result of this work.</p> <p>The CDO responds: There is no income generated by this work. It falls under the umbrella of “Community Engagement and Consultation”. That said, such data could help inform our services in a more profitable/attractive manner or justify funded projects. However, the Health Board are conducting this work anyway so said data/value “should” be available regardless of our involvement.</p> <p>Cllr Jenkins further suggested that the word “help” be replaced with “work collaboratively”.</p> <p>The CDO responds: Agreed. The use of the word “help” is verbatim from the member of the public. I would definitely seek to develop a Collaborative and Involved partnership with any other councils.</p> <p>Members present at the CDO-SC requested that CDO time spent on this work should be kept to a minimum and should not be used to replace the work of the Health Board with officers in place to conduct such work.</p> <p>Members agreed.</p> <p>Post CDO-SC meeting the Health Board have now changed the dated of the proposed engagement events to avoid conflict with the General Election.</p> <p>The CDO is currently investigating ways to get added value, to existing projects and assets, through this event, to ensure it provides a tangible return to the time given.</p>

Community Support

Notes	RECORD OF SUB-COMMITTEE MEETING
<p>Since the last report I have met with and provided development advice to:</p> <ul style="list-style-type: none"> - Christchurch church in Garnant. - Garnant Golf Club. - Private Business – MakerSpace Related - Private Business – MakerSpace Related - Army Cadets – Volunteering opportunities and well-being support. - Ysgol Dyffryn Aman – school integration into the Plastics project. - Ammanford Lions – re. Christmas event/community build. - Zoe Ross – re. console club youth engagement activity trial group. 	<p>Members recognised the CDOs work in this area and requested that this work continue.</p> <p>The CDO state that he has discussed the idea of a regular article/column in the South Wales Guardian with one of their reporters. Update to follow.</p> <p>The CDO further explained that he intends to meet with the reporter to secure a larger article once certainties are in place around funding for projects and event dates.</p> <p>Both will be used to further promote the CDO service to the public and report on the deliveries made against the consultation we have undertaken.</p> <p>Post CDO-SC meeting the CDO has:</p> <ul style="list-style-type: none"> • met with 2 community representatives seeking grant support, • identified a possible collaboration with Swansea University and local schools which will promote the MakerSpace and improve aspirations within the community, • provide grant support to the Community Centre, • reached out to Coleg Sir Gar to identify possible joint work to develop spaces to retain graduates within the MakerSpace/The Yard projects.

Pride in Your Patch

Notes	RECORD OF SUB-COMMITTEE MEETING
<p>Following the last meeting of this working group, I suggested that the MakerSpace could produce stencils for use within their dog fouling campaign. They currently use flimsy paper stencils to spray vivid pink/purple chalk paint to highlight the issues and discourage dog walkers from allowing their dogs to foul on footpaths etc. The image below shows the sample produced and shared with the group and I have since received a number of orders and have put together the order form as found at the end of this report.</p> <p>This is a prime example of how the MakerSpace can be used to both support external projects and generate income to cover the costs of the wider community benefit aims of the project.</p>	<p>Members accepted with no further comments.</p>

“Artisan Plastics” Project: Cwmaman Town Council approach to the “Precious Plastic” concept

Notes	RECORD OF SUB-COMMITTEE MEETING
<p>Since the last CDO meeting I have presented the project to a number of external stakeholders. Including: Ysgol Dyffryn Aman, Ysgol Bro Dinefwr and the “Young Persons’ Summit on Climate Change” in Swansea (the latter 2 taking place in my own time outside of CDO hours). Feedback has been excellent and all have expressed interest in being involved within the Cwmaman project.</p> <p>Going forward, I hope to rollout the project to other locations within distances that don’t compete with each other (e.g. Llandeilo, Swansea, Bridgend etc.). This will allow The Cwmaman Artisan Plastic space and Amman Valley MakerSpace to be the hub for these projects during their development and construction stages. This will provide the opportunity for income generation through workshops, courses and build sessions for the external projects through allocation within their respective funding applications.</p> <p>In regards to the funding application – I expect to hear back from the Community Bureau around the 15th of November. I have also submitted a Welsh Church Fund application to offset around £1,700 of the match funding allocation required under the TFF fund. I expect to hear back on this around the same time.</p>	<p>Cllr. Jenkins queried, via email response, if the CDO had given a report to Council Members on what “Artisan Plastics” project is.</p> <p>The CDO responds: This is the project called “Precious Plastics” under previous discussions; no changes other than the delivery name change. The reasoning behind this is to create our own “brand” to help protect the concept a little, by separating it from the Precious Plastic name which is, for those that know what they’re doing, easily replicate using online resources. This will then help us to obtain future revenue through the delivery of workshops, seminars, training etc for any other groups/communities who wish to replicate it; directing them to us as opposed to the Precious Plastic website.</p> <p>Members present at the CDO-SC meeting recognised the social, environmental and economic benefits of the project.</p> <p>The CDO explained how the container spaces, combined with those procured under the GI Year 1 funding, will help to support the development of “The Yard” concept (see image below) and will, if delivered according to needs of the community and the existing planning, possibly create employment opportunities and ongoing revenue through use by such agencies as schools, the probation service and independent users.</p> <p>No further queries from Members of the CDO-SC.</p> <p>Members agreed that the CDO should proceed and for the CDO to provide update at the next CDO meeting.</p>



Ten Towns Project

Notes	RECORD OF SUB-COMMITTEE MEETING
<p>I have been involved in this project to bring forward the mapping of the local and valley wide resources within the community and how these are connected. This has included:</p> <ul style="list-style-type: none"> - Analysis of public transport links. - Development of maps which identify local assets based on certain criteria; e.g. manufacturing, shops, parks, play areas, health facilities, charities etc. - Analysis of external data sets. - Information requests to County Council in regards to businesses within the Valley. - Information requests in regards to education attainment (LEA). - Meeting with the County appointed consultants. - Work on this project will be profiled with more detail once a greater understanding of the scope of the project, it's goals and benefits, is obtained. <p>Short Term Aims: A) Collation of all relevant data, B) Identification of partners to support with:</p> <p>(1) Development of Community Leaders list to engage early in project, (2) Connection to current and planned projects to ensure maximum efficiency and return for the community</p>	<p>Members of the CDO-SC were unaware of the project and the CDOs requirement to provide work towards it. Concerns were raised over the allocation of time outside of priority projects and the increased hours worked by the CDO as a result.</p> <p>Cllr. Jerrett stated that he was not aware of the project or its aims. Other members shared this concern whilst Cllr. Madge (as County Councillor) was aware of it.</p> <p>Cllr. Jenkins, via email response, queried: "Will some of the items of work detailed in your bullet points not be the responsibility of the Consultants?"</p> <p>The CDO responds: To a degree, yes. This is simply what has come through as tasks needing to be completed as part of the CDO workload. Those items which may not, and I feel would be of value to us, based on current projects and data needed to inform decision making, are:</p> <ul style="list-style-type: none"> • Information requests in regards to education attainment (LEA) – I have completed this previously and the information obtained has helped to inform 4 successful funding bids. • Meeting with the County appointed consultants. • Development of maps which identify local assets based on certain criteria; e.g. manufacturing, shops, parks, play areas, health facilities, charities etc. <p>I feel it's important that the maps for our community, for use and access by community members, be developed on the Google "My Maps" service. This is free to use and will allow everyone to access the information using their phone, tablet or computer without the need for specialised software.</p> <p>Cllr. Madge stated concerns of "over-consulting" with the community as we have already undertaken much of this work, and that under the Health Board project, for our community. That it is now time to deliver against what has been found through this and show results to the community.</p> <p>Members raised concerns over the CDO undertaking work which has been paid for, via the County Council to the Consultants, when he has existing projects that require attention and completion.</p> <p>Members stated that CDO time spent on this project should be kept to a minimum and only on points which are required in partnership or bring added value to the current data/provision we have as a Council.</p>

"Planting for the Future" – Golwg y Aman Project

Notes	RECORD OF SUB-COMMITTEE MEETING
<p>On Friday the 1st of November the Clerk and I met with Kevin McGinn (National Botanic Garden of Wales) and Isabel Macho (Carmarthenshire County Council – Ecology) to discuss the development of a project to engage this funding opportunity.</p> <p>Following the meeting the concept below was agreed as a positive way forward that reflected community need and established a foundation to further develop upon:</p> <ol style="list-style-type: none"> 1. Planting corridor to be established between Ysgol y Bedol school and Golwg y Aman using existing available planting sites. 2. Raised planting area to circle the memorial following similar circular forms as existing paving. <p>A further meeting is scheduled once partners from the Botanic Gardens have conducted a site visit. Further updates will be available at the next Community Development meeting.</p>	<p>Members support the concept and agree to support the delivery of the project. CDO to provide update on progress at next meeting</p> <p>Initial concept images can be found within Ref. 4 of this reports attachments.</p>

Community Development Sub-committee (Public Members)

Notes	RECORD OF SUB-COMMITTEE MEETING
<p>An advertisement on social media (our most used/engaged with pages) will be going out this week.</p> <p>Further updates will be made at the next Community Development Meeting.</p>	<p>Cllr. Jenkins queried, via email response, “using social media will exclude those members of the public who do not actively engage with social media platforms”.</p> <p>The CDO responds: This is recognised. However, commitments to other time critical tasks has made meeting with/arranging an article with the Guardian difficult. In order to get the word out as soon as possible I have used social media as it’s quick and I can do it in my own time if needed; which was the case in this instance. We have had promising expressions of interest (one definite) but I will seek to advertise using traditional media between deadlines on the GI project application submission and, hopefully, the receipt of the grant confirmation for the plastics project; the next week or so. As stated above, this will provide a richer article and one which shows delivery against previous engagement work.</p> <p>No further queries from the CDO-SC members.</p>

Worked Hours Since Last Report

Week Commencing	Contract Hours	Worked Hours	Hours Over
28/09/19	30	34.15	4.15
05/10/19	30	30	0
12/10/19	30	39.15	9.15
19/10/19	30	44	14
26/10/19	30	47	17
02/11/19	30	45.45	15
09/11/19	30	39.15	45
16/11/19	30	53	23
Total Additional:			91.5 hours

NB: This does not include hours spend on marketing of the MakerSpace, engagement with certain partners, funding research, all calls and emails received out of hours, or 75% of work required on the Ammanford Lions Sleigh build which will benefit the community and promote the MakerSpace/Hearth Workshop projects.