



Community Development Interim Update Report

Date: 16/02/20

Produced by: Robert Venus

Green Infrastructure Project

GI Project – Year 1:

- Procurement of the majority of items under the capital budget within the Year 1 funding has now been completed with only those items linked to delivery of works with the consultant remaining.
- The Partnership Agreement, between ourselves and Carms, NPT, Swans, and Small Woods, has now been signed and adopted by all partners.
- The project documents, tender specification and contract for the consultancy post have been completed and the advert was issued on the community website and our social media platforms.
- We have received and accepted a quote from Robert Parry for the delivery of the consultancy works required for the sum of £4,800.
- The final reprofile was submitted to Welsh Government by the lead applicant, NPT, in early February. Feedback received on the Cwmaman aspects of this from Welsh Government were positive.
- Delivery of the Woodland sessions with Small Woods has continued and has been highly praised by those concerned. I am currently working with those from the community who attended to ensure that this group can continue to meet and undertake the same or similar activities post-Small Woods delivery. I am scheduling a meeting with member of the community for late February to support and set agreed dates/times with them. I will also produce a risk assessment and User Agreement for them to adopt in order to be covered under our insurance policy.
- I will be meeting with Robert Parry during the week commencing February 24th, and via email before then, to plan the delivery of the related tasks.

Three Year Project:

- I met with the project partners on 2 occasions since the last report to finalise the project outcomes, project plan and stage 2 application for the 3 years' funding.
- We are currently editing the required documents via email to maximise time.
- We aim to file the stage 2 application paperwork in early-mid March.

Community Website

A significant amount of work has been undertaken to populate the website with Community Development content.

As it stands, the site now hosts all CDO report and outcome reports, key document and consultation data and dedicated pages for the Artisan Plastics Amman Valley and Green Infrastructure Amman Valley projects.

This has included the design and production of project logos, primary source photography and text content production.

This will continue and wherever possible content will be posted to the site and shared to social media to improve website traffic.

“Planting for the Future” – Golwg y Aman Project

This project is progressing and seed stock was received from the Botanic Gardens week commencing the 10th of February.

There has been an agreed modification to the scheme which will now see a timber wall (around 3-4 feet in height, installed which follows the curve of the path leading to the top of the mound in Golwg yr Aman. It is my intention to produce this timber using the newly acquired bandsaw mill to process timber from Golwg yr Aman; mostly Ash affected by dieback.

GI Project – Community Engagement and Woodcraft Sessions

These sessions have continued and feedback from those attending has been very positive; see above. We are now scheduling additional interim sessions, before commencing the 3-year GI project, to maintain momentum and retain participation. This has included a social media push on my part which has generated a large number of additional expressions of interest from local residents interested in being involved. I will seek to combine this activity with the Artisan Plastics project, the MakerSpace development aim of woodland workspaces and the Keep Wales Tidy community litter picking up; which we have recently become one of.



Actif Woods Wales Carmarthenshire

February 14 at 3:26 PM

The rain might never stop, but neither do we! Such a lovely session making shrink pots, watching everyone help each other is lovely. An amazing group 😊

Is it worth linking with Robert Venus to try to support the group to continue and develop the area. A permanent wooden structure to provide cover etc (long term view) tools and occasional tutorage in skills etc it could tie in with the ecology of the park and maintaining it etc. Just a thought 😊

Love Reply · 1d



Robert Venus

Absolutely 😊 We're already working on it and would welcome a meetup to discuss.

How does Friday 28th of Feb at the park suit? We can do a walking chat along the riverside walk and I'll show you the new projects related to this one that might be of interest?

I'm also looking to build a pole lathe, a couple of work benches etc. If there's interest in keeping the group going... I'll bring this forward and look to support a weekly/fortnightly session 😊

Like Reply · 1d



Artisan Plastics Amman Valley

The majority of capital spend has now been completed and I am in the process of filing an interim claim against the grant. Through competitive quoting I have secured around a £500 saving thus far which, according to the grant requirements, has been reallocated to improve the overall project. The next step, in conjunction with the probation service and local resident volunteers, will be to convert the interiors of the shipping container workspaces.

Following this we will commence fabrication of the machines with the support of resident volunteers, pupils of Dyffryn Aman school and selected Probation Service placements.

Dyffryn Aman school have approached me to adopt the project into their Year 7 curriculum within Design and Technology which will see pupils design and produce new plastic recycling bins which mee the needs of the project.

I have also undertaken a volunteer day at the Yard to clean space, prep the raw materials, sort the components and to cut the steel brackets require for fitting the internal cladding. Volunteers also cleared the space to the rear of the containers to help dry the ground and create an additional space for seating and planting.



Springboard Project – Coleg Sir Gar

Following a request from Coleg Sir Gar to host one of these events in Cwmaman, I liaised with the project lead (Stuart Mathias) and met with him to discuss the details of the project. In brief, it intends to establish a network of local people interests in launching their own business.

Stuart was made aware of the unique assets offered by the MakerSpace project and has subsequently built this into their information for clients. This should allow those with a business idea in a relevant field to now make contact with me to discuss use of the MakerSpace to develop, test and produce products within their new businesses; on the main aims of the project.

I am also arranging to meet with faculty leaders in relevant subjects at Coleg Sir Gar to discuss mutually beneficial opportunities which make use of the MakerSpace and may help enrich other Community Development projects such as Artisan Plastics, the Community Information Hub, Volunteering Hub and GI project.

I have already received 2 expressions of interest from residents seeking induction and support in the use of the laser cutting equipment and associated design software.

New Phone System and Adoption of “Google Business” Proposal

It is becoming more and more important that we have access to the functionality and additional tools offered under the Google Suite service. Key within this is the ability to share specific documents publicly through the website, with project partners and to make use of the App Creation tools to produce specific digital tools for use within a number of Council duties; including maintenance, mapping and projects. As such, I would ask Council to consider the adoption of this software, as shared in my previous report for Council.

If there are any concerns over the adoption of this software, or queries, please could I ask you to respond by the 21st of February? If I don't receive any concerns then I will send a follow-up email to all Councillors before registering for the service and commencing use by Tuesday the 25th of February.

MakerSpace Session – GI Project – Swift and House Martin Nest Box Mould Making Session / Pride in Your Patch Stencils

We will soon be producing a large volume of wood shaving and sawdust from the bandsaw mill. We can use this material, in conjunction with cement, to produce woodcrete. This material is used to produce Swift and House Martin nest boxes which are sold for between £15 and £45 through numerous websites. As such, I recently used the MakerSpace to produce plaster master moulds, from which I will make concrete ones, which can then be used by the Probation Service and other volunteer groups to produce these in-house. These can then be used locally to meet our wildlife needs and sold at a lower cost due to lower staff/production costs.



Developing relationship with the Probation Service (Dyfed Powys) and the Drugs and Alcohol Service (Hywel Dda)

The first session where a Probation Service Supervisor was based at the workshop took place on Monday the 10th of February and they were able to clear the space in the yard required for the bandsaw mill to be located.

A task list for both dry and wet weather days has been compiled and includes input received from other officers of the Council.

I will meet with them again on Monday the 17th of February to provide task setting for the day and offer any guidance needed. I will continue to provide this until they are established and when inductions on specific tools or equipment is needed; as per the MakerSpace health and safety procedures.

I have been informed that an additional 2 supervisors have been employed and that they may make use of workshop in a similar manner. Aside from this being good timing in regards to the works required within projects and the workshop/yard, this also allows them to use the workshop as a base from which to undertake work in the wider community; e.g. Hen Fethel, Christchurch and the riverside walk.

Community Development Budget

It has been fed back to me that there are some queries in relation to the additional budget request made to cover the cost of admirative support; see previous CDO report for information.

Please can I ask Councillors to outline these queries and I will provide a full response to these by the February Main Council meeting.

Health Board Meeting – Mapping and Social Well-being

The health board engagement event went well and local residents provided input both during the meeting and via email and social media.

The health board have subsequently issued an online survey and I have circulated this throughout our social media platforms.

Community Support

Since the last report, I have met with:

Shadows Support Group: to provide funding and development support. I have subsequently heard back from Louise that, following the session, they have:

- heard back from Lorena from Carmarthenshire council and have a meeting with her on Tuesday 18th Feb.
- heard back from Jonathan Edwards and he asked for a meeting on Friday 21st Feb.
- had feedback from Dr Pinkham (Brynteg Medical Practice) and the practice manager and they have asked Lisa Evans (Social Prescriber) to get in touch with them,
- had a meeting request from Donna Phillips from Syn y Gwynt.

Mess Up the Mess Theatre Company: to discuss a joint project to deliver a series of theatre and prop/scenery making sessions at the Centre/MakerSpace. This will most likely involve an Awards for All submission from the Council to allow for delivery of the sessions and the cover of costs via payment to the Centre. I am currently drafting the application and this will then be shared back to Mess Up for additional comment.

Home Schooling Parents: to discuss the involvement of their children within CDO projects and to identify how their needs can be met in a way which brings mutual benefits to the Council, Community Centre and the local community. Two children subsequently supported with the Artisan Plastics volunteer day and intend to be involved going forward. A number have also expressed interest in being involved in the woodland sessions.

Administrative and Finance Duties

Much of the time over the last month has been spent on reviewing the CDO budget, responding to queries and evidencing how the existing funded projects under Community Development provide income, overall, for the Community Centre and other assets. In addition, I have developed procurement monitoring system which tracks expenditure in a manner which meets the needs of the Welsh Government funders and project partners. This is now finalised and will be used within the GI and Artisan Plastics Projects going forward.

I have also undertaken all of the procurement/purchasing tasks associated with all projects. This has often been completed outside of Council hours to ensure I am able to address resident, partner and internal queries during working hours. As stated previously, much of this is now complete and the procurement tracking system developed should allow for a relatively straightforward management of this from this point.

Education Festival

In early February I met with the CEO of Net-Teach who are planning an education festival at Bro Dinefwr school on June 26th 2020. In addition to primary and secondary schools, the festival will also be targeted at home schooling parents, adult learners, colleges and casual learners. As such, it offers an excellent opportunity to promote the assets we have developed in the MakerSpace, Workshop, GI project and Hearth Workshop. As these are unique assets in their availability to the general public within Wales, I intend to participate in the festival with a pop-up MakerSpace to showcase some of what can be offered.

As part of this process I will collate emails and contact details for use in marketing and offer a series of taster sessions after the festival, possibly during the summer holidays, to maintain interest. I will also use the opportunity to share information relating to other learning opportunities available within the Centre and wider community.

Worked Hours (January – to-date of report)			
Week Commencing	Total Hours:	Hours over 30:	Timesheet Records:
W/C – 11/01/20	35hrs 45min	5hrs 45min	Emails catch-up following leave. / Prep of finance and budget sheets, site visit to Small Woods GI Session, meet with Pauline Re. Budget (delayed and shortened), GI Project work, AP project work, Funding and Project Support Session with Woodlands Group, Meet with MakerSpace user and parent. / Funding and Project Support Meeting with Amman United Juniors - Tesco Cafe, Ammanford. / Funding and Project Support Meetings: Garnant Family Centre, Garnant Golf Club, Staff Meeting, emails, calls and general duties. / GI Project Quotes and Procurement Sheet. / Emails, procurement tracking, Meeting with Cllr. Jenkiins at Hen Fethel, follow-up research, emails, calls and general duties. / GI supplies liaise, INCC project support at the Yard, general duties, calls and emails. /
W/C – 18/01/20	45hrs 45min	15hrs 45min	CDO Report and Budget work. / Budget (Projects), Social Media, Build Research, Review of WbFGA. / General Duties, emails, calls, planting for the future meeting and prep, procurement and costings, IT admin, project plan updates. / AP and GI Project Online Proc, Budget updates, budget report, CDO report. / General duties, meeting Re. CDO budget and projects, produced explanatory notes, meet with Ammanford Lions re. litter picking event under AP project, emails, calls. / Emails, meeting prep, travel, GI Steering Group Meeting (NPT), sub-meeting, travel, calls - phone meeting with Dai re. partnership agreement and changes. / Updates to CDO report, phone meeting with Dai, Review of GI emails and documents, minutes and comms. / GI Project comms, Welsh Gov emails and document prep, emails to colleagues and partners. / Budget reports updated and emailed to Dai, project emails, procurement and planning.
W/C – 25/01/20	45hrs 00min	15hrs 00min	AP and GI Project Procurement, tracking sheet, evidence collation. / AP and GI Project Procurement, tracking sheet, evidence collation. / AP Project laser cutting tests, social media updates, GI Project procurement, general admin./ GI Project partner emails and scheduling. Emails and scheduling. / Procurement sheets and tracking packs, Procurement, contacted CO re. claims against TFF and WCF grants, LBS delivery receipt, meet with Dai re. purchase planning and budgets. Emails, calls and general duties. / Emails, calls and general duties, Procurement, staff meeting, health board engagement event. / Finance, social media, project research, funding searches, GI and AP procurement, update to tracking sheets, general duties, emails and calls. / Travel, visit to yard, BMX track meeting, meeting with Shadows (Funding and project support), call to county re. funding options, confirmation from Hancock that claims can be made against AP project. / Meeting at Ysgol Dyfryn Aman to discuss development of AP and GI projects through joint working and combination of the 2 projects.
W/C – 01/02/20	40hrs 45min	10hrs 45min	Office sort-out and storage, tracking sheets and invoice number recording, prep of packs for Maria - only 50% of worked time claimed for. / GI Project, AP Project, Emails and Calls, meet with probation service re. collaboration project at Hearth Workshop, Meeting with Stuart Mathias re. Springboard Project, meet with Marissa re. springboard project needs and booking of boardroom. / Website development and content creation, social media creation, GI Project. Prep of GI Consultancy documents, advertisement of GI Consultancy opportunity via website and social media. / Claims prep for GI and AP projects, Meeting with CETMA, meeting with Mess up the Mess re. funding for Panto project. / At Yard - measurements for AP container conversions, assembly of GI project bandsaw with volunteers, liaise with volunteers re. potential future sessions, emails and calls. / Website content development and content prep. / Meeting eith Net-Teach re. education festival, promotion of makerspace, possible joint project using bunk house, promotion to home-schooled children and parents. Travel and collection of materials from Screfix in Trostre.
W/C – 08/02/20	34hrs 00min	4hrs 00min	Prep of imagery, artwork and content for website, draft page creation, Word doc formatting, emails and social media content. GI and AP Web content creation, emails, calendar updates, claim document work, supplier consent emails, supplier confirmation on quote email to Vindico. Supply of GI project info to Rob Parry. / Timesheets and calendar. / Claims information collation, internal meeting, meet with probation service, task setting, workshop (X-Carve), probation service task planning. / Artisan Plastics and GI Project, supervision of volunteers, yard prep, dimensions for container conversion. / GI Steering Group Meeting, claims work, emails, calls and general duties. Contract signing with Rob Parry.