



Community Development Report

Date: 17/09/19

Produced by: Robert Venus

Point	Notes	Actions																				
Green Infrastructure Project	<p><u>Funding Process Update</u> We have submitted all required documents to Welsh Government and currently awaiting a response. Communication received from Neath Port Talbot state that the issues are at WG and that we have not been requested to make any changes or submit further information. No expected confirmation date has been provided by WG.</p> <p><u>Officer Recruitment</u> The majority of Job Description was accepted by members of the Council at the meeting on September 11th 2019. The requested amendments have now been made and can be seen within the final Job Description attached to this report.</p> <p><u>Foundation Work</u> In order to reduce the impact of the WG delays on the project, I will be:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;">Action</th> <th style="width: 15%;">Priority</th> <th style="width: 15%;">Estimated Comp. Date</th> <th style="width: 20%;">Resources</th> </tr> </thead> <tbody> <tr> <td>Organising a local contact list for the development of the Green Infrastructure Steering Group, compile Project Overview/Info Sheet and send initial information.</td> <td style="text-align: center;">Medium</td> <td style="text-align: center;">End of Oct.</td> <td></td> </tr> <tr> <td>Hold initial meeting of GI Steering Group.</td> <td style="text-align: center;">Medium</td> <td style="text-align: center;">End of Oct.</td> <td></td> </tr> <tr> <td>Produce Volunteer Profiles for predictable roles using WCVA format.</td> <td style="text-align: center;">Low</td> <td style="text-align: center;">End of Oct.</td> <td>WCVA Approved Templates.</td> </tr> <tr> <td>Produce Environment Development Officer Interview Pack and Job Application Form.</td> <td style="text-align: center;">Medium</td> <td style="text-align: center;">Mid Oct.</td> <td>Job Description Approval.</td> </tr> </tbody> </table>	Action	Priority	Estimated Comp. Date	Resources	Organising a local contact list for the development of the Green Infrastructure Steering Group, compile Project Overview/Info Sheet and send initial information.	Medium	End of Oct.		Hold initial meeting of GI Steering Group.	Medium	End of Oct.		Produce Volunteer Profiles for predictable roles using WCVA format.	Low	End of Oct.	WCVA Approved Templates.	Produce Environment Development Officer Interview Pack and Job Application Form.	Medium	Mid Oct.	Job Description Approval.	<p>1. Council members present at Special Meeting on September 11th to provide final confirmation to proceed with Job Description.</p>
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Well-being Integration into Council Operations	<p><u>Carried Over from Previous Report</u> In addition to the requirement to call a special meeting to ensure we are, across all aspects of the Council, in legal compliance with the Act, I would also ask that the Council consider adoption of the “Decision Making Toolkit” (Annex 4) for use within all Council decision making processes. This Toolkit has been recognised as good practice by Welsh Government and various funding bodies; Arts Council, National Lottery etc. Use may be based on criteria being met as opposed to being used for “all” decisions; decisions over a certain value, timeframe or scope for example.</p> <p><u>PSB Report Feedback</u> Feedback on the work in relation to the Act was praised by the Chair of the PSB at the WbFGA Town and Community Councils meeting on September 10th. In addition, I have been asked to meet with 3 Carms. County Council departments in October to discuss both Council projects and external projects which aim to support local Well-being objectives and support the increased use of the Act across sectors.</p>	<p>Carried over from last report:</p> <p>1. Council to identify a list of the key priorities for the next 3 years for inclusion within the Report.</p> <p>2. Council to adopt/decline the use of the “Decision Making Toolkit” as described.</p>																				
Social Prescribers	<p>On September the 16th I met with the 2 newly appointed Social Prescribers who will be operating within our area. I also invited Sarah Orr from Garnant Family Centre to attend. Within the meeting I presented the primary projects/services currently being delivered that will benefit those who they may refer to us. Feedback on the provision was very positive and both have asked to be part of the Well-being Professionals group going forward.</p>	<p>1. RV to send project overviews.</p> <p>2. RV to arrange next W-B Professionals Meeting.</p>																				

Health Board Meeting – Mapping and Social Well-being	<p>On the 16th of September I met with the Head of Engagement for Hywel Dda Health Board to discuss an initiative they are currently delivering to ascertain the key social provisions within communities within their area. The first of these is going to be the Amman Valley. Their objectives meet our own in regards to our need to produce a community assets map, updated consultation and develop the Volunteer Hub and Information Hub services.</p> <p>There is a short window for the delivery of this action. As such, I would recommend to Council that it be prioritised accordingly.</p>	<ol style="list-style-type: none"> 1. RV to email meeting notes to meeting group. 2. RV to arrange follow-up meeting. 3. RV to support and engage as needed.
CDO Meetings	<p>The following has been agreed by member of the CDO Sub-Committee:</p> <p>Chairperson: David Jenkins</p> <p>Members: David Jenkins, Kevin Madge, David Williams, Mal Walker, Tori Sparano, Nigel Jerrett, Pauline Barker.</p> <p>Frequency: Every 2 months unless otherwise needed.</p> <p>Decision Making: By vote within meetings and via email agreement (majority) as needed/appropriate. Points requiring decision making to be circulated prior to the meeting and members to be vote accordingly within the 3rd agenda item to reduce time within meetings.</p> <p>Method of Reporting and Communication: Via email in digital form to reduce costs, make more efficient use of staff time and ensure up-to-date records.</p> <p>Methodology: Prioritised Projects.</p> <p>Reporting: Minimal with detail available upon request.</p> <p>Rob Venus (Freelance) submitted a quote for works to be undertaken under the Precious Plastic Project.</p>	<ol style="list-style-type: none"> 1. Main Council to consider adopting similar “paperless” approach to meetings/communications. 2. Main Council to consider purchasing dedicated Android Tablets for Council Members. 3. CDO Sub-Committee Members to make decision on whether to accept quote as provided in email to all members on the 15th of September.
GDPR and Council Emails	<p>I have discussed the potential issues of using personal email addresses for Cwmaman Town Council business with a number of Councillors since my last report. This not only makes it difficult to ensure we are operating within the requirements of the GDPR when sharing information, but also;</p> <ul style="list-style-type: none"> - puts Councillors personal email addresses into the public domain which may be an irritation when on holiday or once a Councillor leaves - makes it more difficult to protect Council IT integrity as webmail (Google, Yahoo, Hotmail etc.) are prone to be targeted by spam, phishing and other online attacks. - Prevents us protecting Council reputation is an email address, linked to a Councillor, is hijacked and used in an inappropriate manner. <p>We have an email provider already and the work required to establish email addresses for all Councillors with an @cwmamantc.org extension is minimal.</p> <p>The providers service also works with most email Apps for Android/Apple and software such as Outlook. I am happy to set-up these email addresses and support Councillors in connecting their phones, tablets or computers to the service.</p> <p>I am also happy to provide a quick session on how to use the emails to simplify and structure the communications you receive.</p>	<ol style="list-style-type: none"> 1. Councillors to consider the possible impact of non-GDPR compliance, email integrity and potential loss of data/reputation. 2. Councillors to consider the rollout of @cwmamantc.org email addresses for all Councillors.
Community Engagement and Support	<p>Since my last report I have met with the following groups, organisations and individuals to take forward community development priorities:</p> <ul style="list-style-type: none"> - Pride in Your Patch: Update on Cwmaman based projects provided. Please see minutes of last meeting attached to this report. - Workways: Meet with Officer and volunteers now on placement with us. - Pigeon Club: Support with Funding Application. - Christchurch Church: Support with possible development project; funding and third sector formation. - Family Centre: Support with community garden and info share. - Social Prescribers: Information share and discussion of Cwmaman Town Council projects. - MakerSpace Users: Organisation and delivery of inductions. Meetings and tours to discuss use of space. - Mess Up the Mess: Support with sharing session in Golwg yr Aman Park. See images at the end of this report. - Ammanford Lions: Support with the refurbishment of their Santa Sleigh which tours the Amman Valley every Christmas. See images at the end of this report. 	

Priority Projects

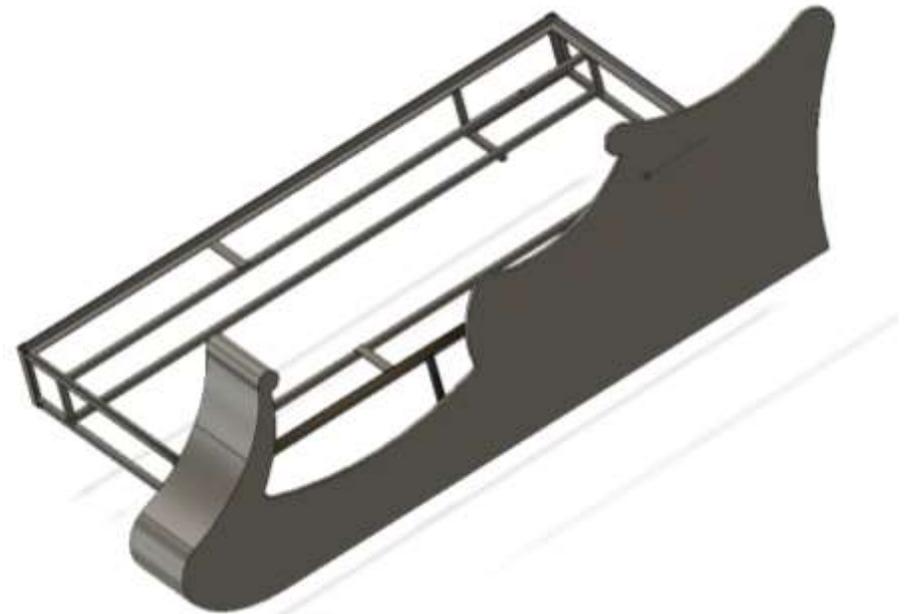
Amman Valley MakerSpace	<ul style="list-style-type: none"> ▪ Work continues to complete the works required in each space in and around other work and daily commitments. ▪ The dedicated gazebo has been purchased and I am currently working on the artwork and print to accompany it in order to begin scheduling promotion across the County. ▪ I have been working in my own time to produce a series of items which showcase what each of the machines is capable of producing in order to encourage use. ▪ I continue to produce health and safety documents and induction packs as and when needed by users. ▪ Community Builds are being gathered and undertaken as needed: <i>Ammanford Lions' Sleigh and Pride in Your Patch Stencils are the current builds.</i> 	<p>Next Steps:</p> <ul style="list-style-type: none"> ▪ Complete artwork and print copy: <i>End of November.</i> ▪ Produce required H&S documents: End of September. ▪ Schedule and deliver requested workshops: ASAP ▪ Complete current Community Build: End of October ▪ RV to design and fabricate storage/bench for MakerSpace room to be located along internal glazed wall. ▪ Council to consider authorising the writing and submission of and Awards for All grant to deliver a MakerSpace project that addresses male mental health and disengagement. The Hearth Workshop and Community Centre will receive income from this grant via payment of project-based room usage. ▪ RV to consult, develop, write, submit and deliver funded project accordingly if authorised.
GI Project	<p>As above</p>	<p>As above</p>
Precious Plastic Project	<ul style="list-style-type: none"> ▪ The need to re-quote on the majority of items listed within the application (due to time delays) has taken some time to complete but is now finalised. ▪ I have met with Dr. Fred Boy (Head of Management School) at Swansea University and there is a definite desire to collaborate where possible on this project. ▪ Once the Education Aspect quote has been approved, I will finalise the Stage 2 documents and return to the funding provider. ▪ I have met with a group of interested local residents in regards to the creation of the machines and space. 	<p>Next Steps:</p> <ul style="list-style-type: none"> ▪ RV to arrange follow-up meeting with Ysgol Dyfryn Aman Design and Technology Department. ▪ Council to consider Education Aspects quote as provided. ▪ RV to submit Stage 2 evidence. <p>All to be completed ASAP based upon external stakeholder responses.</p>
Community Garden	<ul style="list-style-type: none"> ▪ I have now completed the fabrication work for the garden seating – this now requires authorisation from the Council to be taken to be galvanised by the Caretakers. ▪ Once Galvanised I will arrange to paint them whilst delivering induction on the MakerSpace painting equipment. 	<p>Next Steps:</p> <ul style="list-style-type: none"> ▪ Councillors to consider authorising galvanisation of garden seating. ▪ RV to arrange painting sessions as required – <i>End of November.</i> ▪ Council to confirm budget to RV for additional Christmas Lighting as discussed in November of 2018. ▪ RV to procure and install sail canopies in garden – <i>End of October.</i> ▪ RV to complete mosaic panels and arrange installation date with artist. – <i>End of November.</i>

Mess Up the Mess – Sharing Session at Golwg yr Aman Park





Lions Sleigh Build



Job Description

Identification of Role

Title: Environment Development Officer
Working Base: Community Centre, Cwmaman Town Council, Glanaman, Ammanford,
Responsible To: Community Development Officer (CDO)

Role Profile

The Green Infrastructure project is a multi-organisational initiative designed to improve the health and wellbeing of communities across South Wales through bringing people together for the benefit of wildlife and the local environment. The Amman Valley (Carmarthenshire) supports some of Wales' rarest habitats and wildlife that in turn delivers essential services for local communities and the people who live, work and visit the area.

The overall role of the Environment Development Officer will be to establish a volunteering programme in the Amman Valley which provides opportunities for all in the community to have a direct practical involvement in nature conservation activities.

The project will ensure that habitats and wildlife within the landscape are better connected, recognised and protected. This will be achieved by community participation of targeted local habitat and species conservation projects. In addition, community volunteers will be able to learn new skills, increase opportunities for social interaction and foster a greater appreciation of the area's rich natural and cultural heritage. These will be aimed at both local residents and visitors to the area.

Management and Supervision

The Environment Development Officer will work as part of the wider GI Project Team. As such, monthly task setting, progress reporting, monitoring and evaluation of performance will be undertaken in collaboration with the GI Project Management Partnership. The Management Partnership will also provide support as needed based upon the wide and varied experience and specialisms held by its members. Day-to-day supervision will be provided by the Community Development Officer and Clerk of the Council within Cwmaman Town Council.

Main Responsibilities

Environment, Nature and Sustainability

- To develop and implement nature conservation projects in the landscape that will directly benefit the species and habitats present in the area.
- Undertake a series of ecological surveys to determine baseline data regarding the biodiversity present in the Amman Valley. This data can then be used for ongoing project monitoring and future nature conservation objectives.
- Develop strong links with the local communities, partner organisations, academic institutes and local landowners, to aid in the development, delivery and monitoring of nature conservation projects.
- Provide advice and guidance to local businesses regarding ways to deliver practical environmental and biodiversity gains at their premises and in the wider landscape.
- Work with local schools and groups to inspire them about the wildlife in the Amman Valley and the importance of nature conservation.
- Assist with the development of a sustainable programme to help support local businesses and the ongoing work of CTC regarding their estate and commitments to environmental legislation.

Community Participation and Volunteering

Community Members

- To recruit volunteers from a wide range of backgrounds to participate in the GI Project and other aspects of the Council's work by developing and maintaining relationships with local community groups, partner organisations, businesses and individuals.
- Develop a robust and comprehensive volunteering programme, including outreach activities for all sectors and the community.
- Organise profile-raising events to attract new volunteers for specific and ongoing opportunities.
- Promote volunteering (internally and externally) through recruitment and publicity strategies and campaigns.
- Provide excellent and appropriate communication, support and information to volunteers.
- Deliver volunteer working groups within our natural spaces and the Hearth Workshop.
- To oversee and manage volunteer progression through monitoring and review processes, to ensure successful volunteering experiences and that volunteers receive sufficient support in reaching their goals.
- To identify need, develop, organise, promote and, where practicable, deliver volunteer training.
- To develop and maintain links with external agencies/partners to ensure up-to-date sign-posting and referral system to support volunteers with additional needs.
- To lead specific events, such as guided walks, practical work parties, festivals and public talks.
- Promote and secure community member and education provider adopters of the "Amman Valley GI Charter".
- To work with the Community Development Officer to support Cwmaman Town Council to develop excellent volunteering policies and procedures and to instil evidence-led best practice.
- To refer volunteers to other Council projects and services where they may gain additional benefits.
- Targeting and ensuring equal access for individuals from marginalised groups such as speakers of other languages, young people and people with disabilities.
- Celebrate volunteering by nominating volunteers for awards and organise celebration events.
- To gather feedback from training courses and events to determine suitable activities for future progression.

Corporate Volunteering

- To build relationships with corporate organisations to run activities supporting their CSR programmes and volunteer workdays.
- To work with the Management Partnership and Community Development Officer to promote and secure corporate adopters of the "Amman Valley GI Charter".
- To work with staff to create new opportunities for corporate volunteering on Cwmaman Town Council projects.
- To manage corporate volunteering relationships, writing contracts, and negotiating details of engagement including fees.
- To work with the Management Partnership to develop best-practice documents in relation to CSR and Corporate Volunteering.

Administration

- Carry out necessary administration duties including report writing and presentation updates required in connection with the post.
- Monitor, support, motivate and accredit volunteers and their work whilst keeping accurate volunteer records and undertaking administration associated with volunteers.
- Research and write volunteer policies and procedures, including risk assessments to ensure volunteering best practice is followed and maintained.
- Generate appropriate volunteering opportunities and role descriptions based on the needs of conservation projects and community volunteers.
- Raise awareness of the role and the function of volunteers within CTC and the wider community.
- Recruit volunteers and ensure they are appropriately matched and trained for a position.
- To attend GI Project Management Team, Council and Partnership Meetings; preparing and presenting reports as needed by Cwmaman Town Council within the Green Infrastructure Project.
- Manage budgets and resources, including the reimbursement of expenses.
- Keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes.
- Work with multiple agencies and partner organisations across different sectors to establish good working relationships to influence decisions about volunteering.
- Monitor and evaluate activities and write reports for funders and CTC.
- To ensure effective systems are in place to capture volunteer impact on the project and for them as people.
- Maintain the Project Database, uploading and maintaining all relevant information relating to volunteers, partners, companies and other key project information.
- To produce reports and feedback on volunteering and specific aspects of the GI Project.
- Undertake monitoring and evaluation duties in partnership with the Community Development Officer and other project partners.
- To represent Cwmaman Town Council and the wider GI Project Partnership, attending events such as networking meetings, volunteer fairs, fundraising events and community events to promote our activities.
- To collaborate with staff to create marketing materials for volunteer recruitment and promotion of GI Project related events and activities.
- To report to the Community Development Sub-Committee, on a bi-monthly basis, in conjunction with the Community Development Officer and to provide reports and project updates as necessary.

Other

- To act as supervisor from time-to-time for individual volunteers supporting Cwmaman Town Council projects.
- Occasionally assist other staff with volunteer workdays and events and receive reciprocal assistance.
- To occasionally support the Community Development Officer in the delivery of activities relevant to the role and/or improve wider community engagement within the Amman Valley Volunteer Hub initiative.
- To be aware of and work to actively implement Cwmaman Town Councils Policies, in particular Equal Opportunities, Environment, Community Development, Well-being of Future Generations Act and Health and Safety Policies.

Personal Specification

Training, experience and qualifications

Essential:

- Educated to at least degree level in an Environmental, Nature Conservation or comparable discipline with additional qualifications or demonstrable equivalent work experience in management and fundraising.
- Experience in the delivery of projects of this type; such as habitat creation and restoration schemes.
- Experience in working in partnership with landowners to deliver joint nature conservation projects.
- Previous experience of managing and motivating volunteers.
- Experience of Health and Safety commitments and writing effective Risk Assessments.

Desirable:

- Educated to post graduate degree level in a relevant discipline.
- Experience in delivering Government Funded projects.
- Knowledge and experience of the third sector; specifically, within the scope of this project.

Knowledge and skills

Essential:

- Excellent English language communication skills, both oral and written (Level 5).
- Welsh language oral communication skills (Level 2) or willingness to develop these within post.
- Excellent administrative skills.
- Excellent IT skills.
- An interest and enthusiasm for wildlife and nature conservation
- In-depth knowledge of local species, habitats and conservation issues in the Amman Valley; or similar natural environments.
- Knowledge of species and habitat ecology including ecological surveys and monitoring.

Desirable:

- Welsh language skills above Level 2; oral and written.
- Experience in the use of tools relevant to the role.
- Experience of woodworking workshops and the risks/risk management requirements.
- Skills in the use of social media and online platforms within a professional capacity.

Interpersonal skills

Essential:

- Ability to work closely and collaboratively with a range of colleagues, volunteers, community leaders and partners.
- Flexible, willing and able to develop new skills.
- Ability to forge and maintain excellent and effective relationships with community members and stakeholders.
- Willing and able to attend occasional events and other off-site functions during evenings/unsocial hours.

“Environment Development Officer” Job Description approved by: _____

Signature: _____

Date: _____

PRIDE IN YOUR PATCH MEETING

Cwmaman Community Centre, High Street, Glanamman, SA18 1DX

FRIDAY 21st JUNE 2019

Present:

Michael Roberts- Chair (**MR**)- (CCC- Local Environment Quality Policy Officer)
Dan Snaith- (**DS**)- (Keep Wales Tidy)
Jenny Fox- (**JF**)- (Carmarthen Town Council)
Joel Beer- (**JB**)- (CCC- Housing Officer)
Brian Mogford- (**BM**)- (CCC- Environmental Technical Officer)
Rob Venus- (**RV**)- (Cwmaman Town Council)
David Davies- (**DD**)- (Clerk to Cwmaman, Llanedi & Llannon Community Council)
Kevin Williams- (**KW**)- (Technical Officer- Pembrey/ Burry Port Town Council)
Jayne Carter- (**JC**)- (Senior Environmental Project Officer- NRW)
Emma Turner-Oliver- (**ETO**)- (Management Support Officer- Note Taker)

		Action
1.	<p>Apologies</p> <p>Chris Delaney- (CD)- (Clerk to Pendine & Laugharne Community Council) Delyth Rowlands- (DR)- (Llanelli Town Council) Neil G Thomas- (NT)- (Senior Outdoor Recreations Manager) Martin Murray- (MM)- (PROW Development Officer) Isabel Macho- (IM)- (CCC- Biodiversity Officer) Alun Harries- (AH)- (Carmarthen Town Council) Darren Rees- (DR)- (Llanelli Rural)</p>	
2.	<p>Minutes of Previous Meeting</p> <p>Terms of reference- Document now been updated with information provided by Isabel Macho. Document has now been signed off and MR to recirculate document to the group.</p> <p>PROW- Support on access routes- BM- Hoping to work closely with a group near to Llanbody and help towards maintaining the footpaths within the locality. BM will take site visits to carry out vegetation works. Update provided to the group around works carried out in B Port & Pwll and the discovery of knotweed on site.</p>	MR

	<p>Precious plastic- RV- Confirmed this project had been re-prioritised but has now re-commenced. RV working closely with Swansea University involving the production of plastics. Projects and engagements with schools discussed with the group. These initiatives could be used with CARU Cymru projects. Discussion around the various options that are available for plastics to be used.</p> <p>RV- Update on Air Module Quality System - Document presented electronically on screen to the group.</p> <p>JF- Concerns with the usage of plastic milk bottles which are used throughout primary schools in the county. MR confirmed that the authority is reviewing single use plastics at the moment. MR has met with Bro Myrddin secondary school and found it encouraging that the pupils are taking the lead with regards to the reduction of single use plastics.</p> <p>Key objectives for the group- Point 3 to be carried forward to September’s meeting- “DR made a request with DS to share constitution that has been devised and agreed by Cadw Mynnydd Mawr yn Daclus. It was agreed by all that the PIYP stakeholders group would be the ideal forum to share good practices along with any relevant documentation.”</p> <p>RV- Green infrastructure project discussed with the group which is a three year project and is government funded. RV is looking to establish a green infrastructure wellbeing group/steering group to make best use of natural spaces. RV to share information with the group.</p> <p>JC- Project carried out at a school in North Wales which has been adopted with regards to developing a biodiversity, story time area at the school which has been a great success.</p> <p>JF- Visit carried out to Model school, Carmarthen in relation to the “eyes on you” poster campaign. Competition to encourage children in the schools to design posters. Hope to roll out in Johnstown to encourage schools to champion their own area. Would be great to spread the word county wide. Possibility of a press release prior to distribution of posters would be a great way of promoting this idea.</p>	<p>DS</p> <p>RV</p>
<p>3.</p>	<p>CARU Cymru/ PIYP</p> <p>DS- Confirmed with the group that the Tidy Towns project that started back in 2008 has now come to the end and the new project has been rebranded as Caru Cymru, the project. The Tidy Towns project a lot of work with volunteers and groups in clearing litter and maintaining neglected green spaces. KWT have identified that clearing litter isn’t sustainable in the long term, it has been agreed that the Caru Cymru project will focus on other interventions in tackling litter, such as educational and proactive works rather than just the clean-up campaigns. The Caru Cymru project will continue to encourage volunteers to carry out volunteering works but to become more self-sufficient. One off clean ups will be thing of the past. Looking to set up litter picking hubs throughout the county and there will be more kit available under CARU Cymru. DS role is likely to change significantly. Concerns discussed around the loss and damages to the litter picking kits when they are taken from the hubs. DS confirmed there will be forms</p>	

	<p>to be filled in and ID presentation prior to kit taken out. If volunteers still wish to carry out litter clean ups then there will be risk assessments to be signed with the groups and they will automatically be covered under the Keep Wales Tidy' insurance policy.</p> <p>DS stated that the litter champion scheme on hold at the moment as there is no further capacity to take new applications.</p> <p>Street bank scheme discussed with group by JB which is a housing initiative whereby housing tenants share tools etc. JB to link in with DS in relation to holding litter picking kits at these locations.</p> <p>Amount of pressure raised with volunteers discussed by BM. Due to the amount of volunteers now carrying out works, there is need to discuss insurance cover for the groups. DS confirmed that the group could utilise the insurance policy under KWT. There is great need to standardise the agreement notices and share this information across the board. We need to be provide the same information across the county to ensure consistency.</p> <p>2 minute beach cleans discussed by the group and how we can encourage members of the public to partake in these highly beneficial schemes. MR informed the group that whilst the scheme was very popular there had been issues where kit was not returned, inc damage to one of the 2 Minute Beach Clean Boards, Members of the group indicated, there needs to be tighter security with local business perhaps to take ownership of the kits or labelling the kit would be of benefit.</p> <p>RV confirmed there is a #Trashtag which volunteer groups could utilise to promote the amount of bags collected during clean ups.</p> <p>MR discussed the anti-litter Campaign between local fast food outlets on the initiatives in relation to encourage recycling and reduction of roadside litter from these premises. Engagement has taken place with McDonalds, KFC, RoadChef Services, Domino's Pizza, Starbucks & Costa Coffee across the county, The Coffee shops have seen a reduction in the issue of Coffee cups as they have introduced as part of their loyalty scheme a reduction in the price of coffee if customers bring in their own cups. The take up by customers has been very positive.</p>	JB
4.	<p>Dog Fouling Resource Kit</p> <p>MR/BM- Dog fouling kits presented to the group which are available for volunteer groups/ Town and Community Councils. The Kits have been designed for groups that want to tackle dog fouling issues in their respective communities, there is a useful document held in the kit that provides some examples of how groups can introduce various interventions to raise awareness of the problem and how groups can record the effects of the interventions. RV offered to make ply wood stencils that can form the resource kit, which can be shared with local community groups that want to tackle the issue of dog fouling, RV to share examples with the group in the next meeting.</p>	RV

5.	<p>Task & Finish Group Review on Maintenance of Highway Verges & Hedgerows</p> <p>MR Informed the group that they may have noticed that the highway verges in the county were not being cut are regular, this was a decision following a Task & Finish Group review on the Maintenance of Highway Hedgerow & Verges that received the recommendations on the 4th March 2019 by the Environmental and Public Protection Scrutiny Committee, some of the key actions agreed are as follows :- Facilitate further environmental enhancement for biodiversity, such as late or biennial cutting of selected areas, (There will still need to be cutting in instances where safety of main roads is not compromised)., Program targeted campaigns to discourage the littering of verges and promote public awareness of highway verges and hedges as valuable natural habitat., The authority to provide clear information on the Council website with specific regard to the conservation and management of roadside verges, Work collaboratively with Town & Community Councils to promote a more proactive role in managing verges, hedges and landscaped areas, equally in both urban and rural areas.</p>	
6.	<p>Bulky Waste Collection/ Time Credits</p> <p>JB- Confirmed this has now been fully implemented. Time credits to approve bulky wastes. The scheme has been rolled out through housing areas in the County and has been promoted in Tenants magazine. 8 Time credits is equivalent to 8 hours of community work. A single bulk request equates to eight time credits. Members of the group raised Concerns during the meeting with the background to the time credits and does it really benefit the people that need them?</p>	
7.	<p>Stakeholder Updates</p> <p>A local resident- Discussed with the group and initiative scheme which is available which involves work with horses and other animals to benefit children with learning difficulties, children with EDHD etc. The availability of green spaces to utilise for the project would be highly beneficial. Link in with mental health unit Rhian Dawson and health Board. Scouts Cymru information to be sent from JC to local resident. RV to share information on local horse/land owners in Cwmaman area so that the local resident is able to link in to help spread to word and perhaps utilise the land as part of the project.</p>	<p>JC RV</p>
8.	<p>AOB</p> <p>JF- Raised concerns on the recycling Litter bins used in the county, it had been noted that the operatives were emptying the normal & recycled waste into the same collection containers, are we really re-cycling what is deposited into the bins? KW had also noted that he had seen what was perceived recyclable waste from the bins being placed in black bags. MR to make further enquiries with the Cleansing Manager to ascertain what is happening with the recyclable waste in the dual bins. RV indicated as part of the WAWR project, they were looking at litter bin monitors, plastic waste recycling by weight monitoring and a few other things. The idea being to develop a ‘social reward’ system in the form of an app</p>	<p>MR</p>

that works like a game. Points are scored through the achievement of environmental acts. This might be where the idea of using photo uploads of fly tipping, dog mess etc. came in. The idea is that this would report the issue to the relevant authorities who would then action the required clean-ups but also reward the person who reported it. This might help issues mentioned about social media sharing leading to arson to destroy evidence, as it wouldn't appear on the public side of the app. Working with schools and carrying out litter picks.

RV- The "Refill" app allows people to find a location where they can refill water bottles for free. It also allows people to register their shop, business, office or even home (although I wouldn't really recommend that for obvious reasons!) as a Refill Point.

Helps to reduce waste in the form of disposable plastic bottles but also helps reduce costs for users and the sale of disposable goods: Members of the group agreed that it would be beneficial if everyone advertised the locations of the Refill points in the County.

KW- Issues raised in particular in relation to dog fouling that is on-going in the Pembrey / Burry Port area.

JC- New campaign- householder's duty of care-



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Video to be used on social media to promote along with promotion on Heart radio. Information on Facebook pages with links attached which provides useful information to members of the public. Gotcha toolkit which is like a Monopoly game showing what the consequences are with various decisions made. **JC to send further information out by e-mail to the group.**

Organisation is currently going through a restructure and may be some changes ahead. A representative will continue to attend future meetings.

MR- Produce a newsletter for volunteers. Quarterly basis newsletter to be published which will promote the good works carried out by stakeholders. How is this going to be formatted? **MR to speak to KF.**

Date of next meeting- 20th September 2019, 09:30 start at The Quay Centre, Carmarthen

JC

MR

Pride in Your Patch (PIYP)
20th September 2019, The Key Centre, Coracle
Way, Carmarthen, SA31 3LN

Agenda

1. Apologies
2. Minutes of previous meeting
3. CARU Cymru- Litter picking hubs- (Dan Snaith)/ Pride In Your Patch
4. Dog Fouling Resource Kit
5. Who is paying for Marine litter collected on the numerous beach cleans to be disposed of/ How do we encourage beach cleans on the county's beaches other than Cefn Sidan- (Paul Aubrey, CCC- Volunteer & Education Co-ordinator, Pembrey Country Park)
6. Changes to Kerbside Residual Waste collection
7. Review attendance list
8. AOB / Stakeholder updates