

**PWYLLGOR LLES A HAMDDEN**  
I'w cynnal yn Siambr y Cyngor a thrwy bresenoldeb o bell ar  
dydd Mawrth, 20 Chwefror, 2024, am 4.45 y.p.

  
CLERC y CYNGOR

14 Chwefror, 2024.

**AGENDA**

1. Derbyn ymddiheuriadau am absenoldeb.
2. Derbyn Datganiadau o Fudd Personol gan Aelodau o ran y materion sydd i'w trafod.
3. Cyfleusterau Cymunedol – Gwaith Cynnal A Chadw - nodi er gwybodaeth, adroddiad cynnydd gan y Rheolwr Cyfleusterau ar waith sydd wedi ei wneud.
4. Mannau Tyfu Dwyfor - Adolygiad Blynyddol – i ystyried adroddiad y Swyddog Datblygu Cymunedol ac ystyried y diwygiadau i'r Cytundeb Meddiannaeth
5. Deddf Cyrff Cyhoeddus (Mynediad i Gyfarfodydd), 1960 – ystyried eithrio aelodau'r cyhoedd pan ystyrir y materion canlynol oherwydd natur gyfrinachol y busnes a drafodir.
6. Prosiect Hwb Llwynhendy - Tendrau – ystyried adroddiad y Dirprwy Glerc ar dendrau a dderbyniwyd ar gyfer y manau chwarae newydd a chytuno ar ymateb y cyngor.
7. Derbyn y Cyfriflenni ac ystyried darparu cymorth ariannol oddi wrth Neuadd Gymunedol Dyffryn y Swistir – 31 Mai, 2023.

**Aelodau'r Pwyllgor:**

**Cyng.** D. M. Cundy (Cadeirydd y Pwyllgor), A. J. Rogers (Is-Gadeirydd y Pwyllgor),  
S. N. Lewis (Arweinydd Y Cyngor) T. M. Donoghue, E. M. Evans, R. E. Evans,  
J. P. Hart, A. G. Morgan, J. S. Phillips, A. G. Stephens, B. M. Williams a O. Williams.

# LLANELLI RURAL COUNCIL

Vauxhall Buildings, Vauxhall, Llanelli. SA15 3BD

Tel: 01554 774103

## RECREATION AND WELFARE COMMITTEE

To be hosted at the Council Chamber and via remote attendance on  
Tuesday, 20 February, 2024, at 4.45 p.m.

  
CLERK to the COUNCIL

14 February, 2024.

### AGENDA

1. To receive apologies for absence.
2. To receive Members' Declarations of Interest in respect of the business to be transacted.
3. Community Facilities – Maintenance Works – to note for information, a progress report from the Facilities Manager on work undertaken.
4. Dwyfor Growing Space – Annual Review - to consider the report of the Community Development Officer and consider the amendments to the Occupancy Agreement.
5. Public Bodies (Admission to Meetings) Act, 1960 – to consider excluding members of the public during consideration of the following matters owing to the confidential nature of the business to be transacted.
6. Llwynhendy Hub Project - Tenders - to consider the report of the Deputy Clerk on tenders received for the new play areas and to agree the council's response.
7. To receive Statement of Account and to consider providing financial assistance to Swiss Valley Community Hall – 31 May, 2023.

### Members of the Committee:

**Cllrs.** D. M. Cundy (Chairman of Committee), A. J. Rogers (Vice-Chairman of Committee),  
S. N. Lewis (Leader of Council), T. M. Donoghue, E. M. Evans, R. E. Evans,  
J. P. Hart, A. G. Morgan, J. S. Phillips, A. G. Stephens, B. M. Williams and O. Williams.

Date of meeting: 20 February, 2024.

Dear Councillor,

**COMMUNITY FACILITIES – MAINTENANCE WORKS**

**1. PURPOSE OF REPORT**

- 1.1 To provide Members with an information report on work undertaken by the Council's DLO workforce during January 2024.

**2. WORK ACTIVITIES**

- (1) Vauxhall Buildings  
Litter pick external areas  
Swept leaves and debris  
Mark emergency test points
- (2) Dafen Community Hall  
Repairs to male toilet
- (3) Dafen Changing rooms  
Purge water system
- (4) Dafen Park  
Litter picked  
Empty bins
- (5) Felinfoel Community Resource Centre  
Litter pick  
Empty litter bins  
Purge water system  
Reset intruder alarm panel code  
Fire risk assessment works- change alarm sounder
- (6) Felinfoel Recreation Ground  
Litter pick  
Empty bins  
Repaired fence behind rugby pitch  
Relocate scoreboard
- (7) Five Roads Recreation Ground and Community Hall  
Litter pick  
Empty bins  
Change batteries cisterniser
- (8) Furnace Community Hall  
Litter pick  
Checks to decking security

- (9) Llanelli District Cemetery  
Preparation, backfilling, levelling of graves and cremation plots  
Inspect and make safe memorials  
Litter picking, empty litterbins and clear spent wreaths  
Tend and maintain remembrance gardens  
Clean roads and paths  
Transport wheelie bins  
Install new fence  
Paint tap columns  
Repair damage taps
- (10) MUGA Llwynhendy  
Litter pick  
Monitor/cleared broken glass
- (11) Ponthenri Recreation Ground/Community Hall/Changing Rooms  
Litter pick  
Purge water system  
Assisted with tree planting project
- (12) Pwll Pavilion and Recreation Ground  
Empty litter bins and litter pick  
Repaired loose slab
- (13) Sandy and Stradey Community Hall  
Litter pick  
Removed damaged chair
- (14) Saron Community Hall and Square  
Litter pick  
Improved internal wall with cracked plaster issue  
Repairs to mic socket
- (15) Swiss Valley Community Hall and Shops  
Litter pick  
Installed carpark bollards
- (16) Swiss Valley Reservoir  
Empty bins, litter pick  
Cleared litter around site, footpaths, shore areas and pontoon  
Continued patrols to check fishing licenses  
Prune vegetation  
Clean toilets  
Swept footpaths  
Lock/unlock public toilets  
Installed shower panels  
Relocate/refix DDA picnic benches  
Worked with contractors and WW during recent dam safety issues
- (17) Tir Eionon play area and recreation ground  
Litter pick  
Empty bins

(18) Trallwm Community Hall and park  
Empty bins, litter pick  
Purge water system  
Fitted new sink

(19) Berwick play area  
Litter pick  
Empty bins

(20) Dan Y Banc play area  
Litter pick  
Empty bins

(21) Pontyates Park  
Litter pick  
Empty bins

(22) Cynheidre Park  
Litter pick

(23) Footpaths

**Glyn Ward**

<b>Number</b>	<b>Description</b>
36/12	Noddfa Chapel
36/14	Pontyates Park/New Inn
36/35	Heol Hen Five Roads

**Hengoed Ward**

<b>Number</b>	<b>Description</b>
36/67	Constitution Hill
36/69	Stradey Park/Sandy bridge
57/88	School memorial/Holy Trinity
72/1	middle Constitution Hill

**Pemberton Ward**

<b>Number</b>	<b>Description</b>
36/109	opposite White Lion
36/130	Parc Gitto/Tir Einon
72/27	Ivy Cottages to Parc y Scarlets

**Dafen Ward**

<b>Number</b>	<b>Description</b>
36/103	cycle path/Halfway

**Bynea Ward**

<b>Number</b>	<b>Description</b>
36/110	Pant Bryn Isaf
36/111	Cae Bryn
36/123	Saron Road
36/124	off Saron Road
36/125	Station Road
36/126	Incline
36/127	Bell Inn
36/128	Sychnant Fach



(3) Safe and Healthy Places	QL5			✓	✓	✓		
Sports, Leisure and Cultural Activities	SLC1			✓	✓		✓	
The Local Economy								
Local Democracy								
Partnership Working	PW2, PW6	✓			✓	✓		✓
Communication								
Health and Safety	HS1, HS4, HS5	✓		✓		✓		✓
Resources	R2, R3	✓	✓					✓
Management and Control	MC2, MC4, MC5, MC6	✓	✓		✓		✓	✓

## 5. PUBLIC INVOLVEMENT

- 5.1 There are no public involvement opportunities identified in preparing this report. However, the Council will examine public involvement in this area of activity as part of plans to promote volunteering initiatives and opportunities in the wider community.

## 6. COLLABORATION OPPORTUNITIES

- 6.1 The council works in collaboration with Carmarthenshire County Council on certain tasks such as footpath maintenance. The council works in collaboration with Llanelli Town Council by providing grounds maintenance services and support.

## 7. PREVENTATIVE MEASURES/CONSIDERATIONS

- 7.1 The work activities undertaken by the workforce are essential to support the Council's preventative maintenance programme in order to maintain community facilities and assets and to keep them in good safe working order. It is important to carry forward appropriate budget provision to support the Council's area of responsibilities and its general programme of works. This will ensure the Council is contributing to a safe and healthy environment, removing the risk of harm to members of the public when using Council/community facilities.

## 8. RECOMMENDATION

- 8.1 That Members note this information report.

Yours sincerely

**FACILITIES MANAGER**

13 February, 2024

**To the Chairman and Members of the  
Recreation and Welfare Committee:**

Date of meeting – 20 February, 2024

Dear Councillor,

**DWYFOR GROWING SPACE ANNUAL REVIEW**

**1. PURPOSE OF REPORT**

- 1.1 Further to minute 406 of this committee (21 March, 2023), to present members with a review of the first year of general operations at the growing space and to suggest amendments to the occupancy agreement for the forthcoming growing season.

**2. UPDATE**

- 2.1 The growing area consists of 16 raised beds, three wheelchair accessible raised beds and three planters. The 16 raised beds have been occupied since the site opened to users in April, 2023. Two wheelchair beds are occupied and the planters are shared for growing herbs and berries.
- 2.2 There is a mixture of schools, community organisations and individuals responsible for the raised beds which have been occupied all year with varying degrees of commitment demonstrated by those responsible for them. During this period, four users have handed back the keys stating they do not have the time available to tend to their beds. These beds have been taken on by new users.
- 2.3 It remains an aspiration to start up a volunteer committee to help manage the site which will enable grant funding and provide insurance to individual growers. However, despite efforts to achieve this, there has been a lack of enthusiasm between the users to give up more time to help establish and run a group.
- 2.4 Another expectation of the volunteers has been to arrange monthly working party days to help control the maintenance of the site. Again, this has not been as successful as hoped with many users not attending despite them agreeing to do so in their occupancy agreement. It tends to be the same handful of people that attend the group days.
- 2.5 Growers also arrange amongst themselves daily opening, closing and watering of the poly tunnel and green house during warm periods.
- 2.6 A raised bed costs £20 for the growing season. The wheelchair accessible beds are much smaller in size and cost £5 per season. There are water charges to be levied by the council however the first Welsh Water invoice for site water consumption has yet to be received. The income collected so far has paid for keys to be cut. The remaining balance is currently £165 in credit.
- 2.7 The raised beds in the growing space has not been widely advertised and the interest in it has been mainly from word of mouth.



### **3. SURVEY OF RAISED BED USERS**

- 3.1 At the end of the growing season it was decided to put together a survey for all users to be open and reflect on their experience so far. The survey was developed with the help from one of the main volunteers from Incredible Edible Carmarthenshire who has been the council's most frequent point of contact for site matters. The survey was designed to ensure some of the common themes that have arisen over the year is captured and reported back to the council. All current users provided a response. The results of the survey are provided in Appendix 1 of this report.
- 3.2 Responses to the survey suggest the Occupancy Agreement and Schedule of Maintenance has helped distinguish responsibilities, however, some changes have been suggested to help all stakeholders get the best out of the experience of the growing space. During the year officers have had to allow some flexibility at times and organised:
- i. Occasional grass cutting by the council's DLO team in the area around the polytunnel and green house;
  - ii. Corrections to the polytunnel install;
  - iii. Remove broken glass and fallen panes from the greenhouse by the council's DLO on a few occasions after spells of bad weather.
- 3.3 Officers are of the opinion that the feedback in the survey provides justification for the following amendments to the Occupancy Agreement. The amendments are highlighted in the revised agreement which is attached as appendix 2 to this report, but namely:
- (1) Improved commitment from growers to attend the monthly working party days. Raise the expectation for users to attend a minimum of 6 working party days per year. Failure to comply will result in being asked to give up their raised bed and hand back their keys;
  - (2) It is an expectation for users to help establish and become a member of the volunteer run committee to support the growing space. Failure to comply will result in being asked to give up their raised bed and hand back their keys;
  - (3) Growers have asked for allocated space in the polytunnel. Include an opt in on the agreement to facilitate this;
  - (4) Growing season to change to 1 January – 31 December. Charges for the forthcoming year should reflect this (see 3.5); and
  - (5) Improve storage of manure / soil / woodchip which has previously been left at the entrance which makes the space inaccessible for wheelchair users.
- 3.4 Other notable suggestions in the survey:
- (1) Improve communication methods for the growers. Consider changing from Messenger to WhatsApp and have separate chat groups for separate needs so that users don't get inundated with messages not intended for them;
  - (2) Include other ways of contributing to a working party days e.g. allocate tasks so users can perform these at a more appropriate time to suit them;
- 3.5 Growers have paid for 1 April 2023 – 31 March 2024, but have expressed a preference for the growing season to be from January to December. To reflect this it is proposed that growers pay £15 for occupancy period from 1 April 2024 – 31 December 2024 and revert back to £20 per season for 1 January 2025 – 31 December 2025 onwards.

#### 4. LONG TERM IMPLICATIONS

- 4.1 The agreement between the council and growing space user(s) define the roles and responsibilities so that the asset remains a useful and sustainable community accessible space for the long term.
- 4.2 Having a stable group of growers that run a community group will help the council in its aspirations to develop the rear of the site into a biodiversity area that the wider community can benefit from. The community group will act as a voice for the individuals, schools and community groups that tend to a raised bed, and be a direct mode of communication on matters that require the council’s intervention.

#### 5. SUSTAINABILITY AND WELL-BEING CONSIDERATIONS

- 5.1 Developing the Dwyfor Growing Space for community benefit meets the following aims, core values and well-being goals:

Strategic Aim	Core Value	National Well-Being Goal						
		1	2	3	4	5	6	7
Community Development	CD1 CD2 CD3 CD4 CD5 CD7 CD8	✓	✓	✓	✓	✓	✓	✓
Serving the Public	STP1 STP2 STP3 STP4 STP5 STP6 STP10 STP13	✓	✓		✓	✓	✓	✓
Acting as a Local Voice	LV1 LV2 LV3	✓			✓	✓	✓	✓
Quality of Life								
(1) Environment	QL1	✓	✓	✓		✓		✓
(2) Social Inclusion	QL3 QL4			✓	✓	✓		✓
(3) Safe and Healthy Places	QL5			✓	✓	✓		
Sports, Leisure Activities	SLC1 SLC2			✓	✓		✓	
The Local Economy	LE4	✓						✓
Local Democracy	LD1 LD3				✓	✓		✓
Partnership Working	PW1 PW2 PW5 PW6	✓			✓	✓		✓
Communication	C3 C6 C9	✓		✓	✓	✓	✓	✓
Health and Safety								
Resources	R1 R2 R3	✓	✓					✓
Management and Control	MC3 MC5 MC6	✓	✓		✓		✓	✓

#### 6. PUBLIC INVOLVEMENT

- 6.1 Individual volunteers, community groups and schools have the opportunity to access the growing space.

#### 7. COLLABORATION OPPORTUNITIES

- 7.1 Ideas have been put forward for community events. Ty Enfys Family Centre who occupy two raised beds held an event last year at the growing space. Such opportunities allow collaboration opportunities with local residents and stakeholders.
- 7.2 School projects can be handed over to other growers, groups or volunteers outside of school terms.

## **8. CONSIDERATIONS**

- 8.1 As previously mentioned in 3.5, fees are amended pro rata for this term to reflect the shortened season.
- 8.2 Changes are highlighted and made clear to those signing up again for the forthcoming growing season. Everyone is to be made aware that more commitment is needed on the monthly working days and there is an expectation to help and become a member of the volunteer committee. For insurance purposes a voluntary run group will need to be established in order to obtain blanket public liability cover for the site that will in turn insure individuals when they are there.

## **9. RECOMMENDATIONS**

- 9.1 Members agree on an annual fee per raised bed and to change the growing season date to coincide with the calendar year.
- 9.2 Members agree on the amendments to the occupancy agreement and allow officers to advertise the space to the community when spaces become available.
- 9.3 If necessary, members allow officers to make any further changes to the Occupancy Agreement during the upcoming growing season with such changes being reported retrospectively to the committee for approval.
- 9.4 Members support a further service review in 12 months' time.

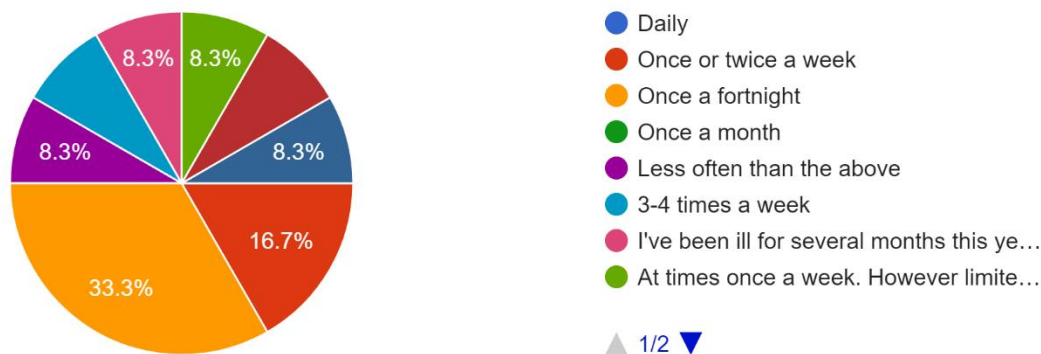
Yours sincerely,

**COMMUNITY DEVELOPMENT OFFICER**

14 February 2024

2. On average, how often have you been able to attend your raised bed?

12 responses



**3. Since taking on a raised bed, what has worked well for you?**

I love it!
Having experienced gardeners able to advice and help.
I got mine in the summer and have enjoyed planning what to plant and getting my Granddaughters involved. I also enjoyed the 2 community days I wad able to attend. Working around work commitments is tricky but am setting side a regular weekend slot for the darker nights. I really love meeting the women who use the space. That is one of the pluses.
Connections with others, space to grow edibles, having a shed to store tools etc and community group working with people helping to water others produce.
Growing my own salad stuff has been brilliant. Never gardened before and want to try and add some veg next year. I love having a place I can escape to and am enjoying making new friends.
I have been able to grow food which has all been used to support the foodbank of the charity where I work. Having my own key has meant I could go when I was able- sometimes each day but most recently one a week or so. I have enjoyed the team work aspect of it and met some lovely new people, some of whom are very experienced gardeners/growers.
I have been able to attend only one the first work day due to childcare arrangements but did a lot of watering and opening/closing of the pollytunnel so do feel like I've contributed to the growing space.
Being able to plant vegetables and benefit from the produce.
Involving the children in supporting the local community and learning about how things grow. Support from incredible edible planting over the summer.
The bed itself has been easy to maintain, also I looked after the Brynteg school beds during the summer time. The extra work around the site e.g. the poly tunnel and other outdoor spaces has been more challenging due to a lack of input from other plot holders. Water was an issue earlier in the year but that was resolved with water being brought to site by LRC.
I can't answer this question
N/a
Not much only managed to grow pumpkins as they don't need to be tended to much

**4. What hasn't worked well? Is there anything you would like to flag up to improve your experience as a user?**

I would like to see a fair allocation of space in the poly tunnel (if it's replaced) and the greenhouse etc. By the time I joined last year the ploy was almost completely full
Hopefully able to have mains water
I can't go after work in the winter as it is dark there so can only ho at weekends
Having a toilet to use either on site or in the parking area would be a blessing. Having a fully functional glass house and polly tunnel is important for next season.
I was very, very upset that all our apples were stolen. I was really looking forward to having fresh fruit off the tree and was gutted they took all of them, not one left.

Having a dry summer with no running water was quite hard but am thankful for the water bowser being provided and filled up regularly as soon as asked. The mares tail is a pain but that has always been prevalent on site so just a case of pulling it up all the time to try and kill it off as I think my fellow plot holders wont be happy with weed killer. The pollytunnel breaking was disappointing and shortened the growing season sadly.

The lack of attendance from other members neglecting their beds lack of commitment to form a committee, or to attend working days .

Damage to the tunnel and greenhouse.

Lack of commitment from other plot-holders on communal workdays, disinterest in setting up a committee, hopefully this survey will help to identify what the issues are. Difficulty with getting hold of LRC if staff members not in work/evenings/weekends. We need an emergency contact for when there's a major issue on site.

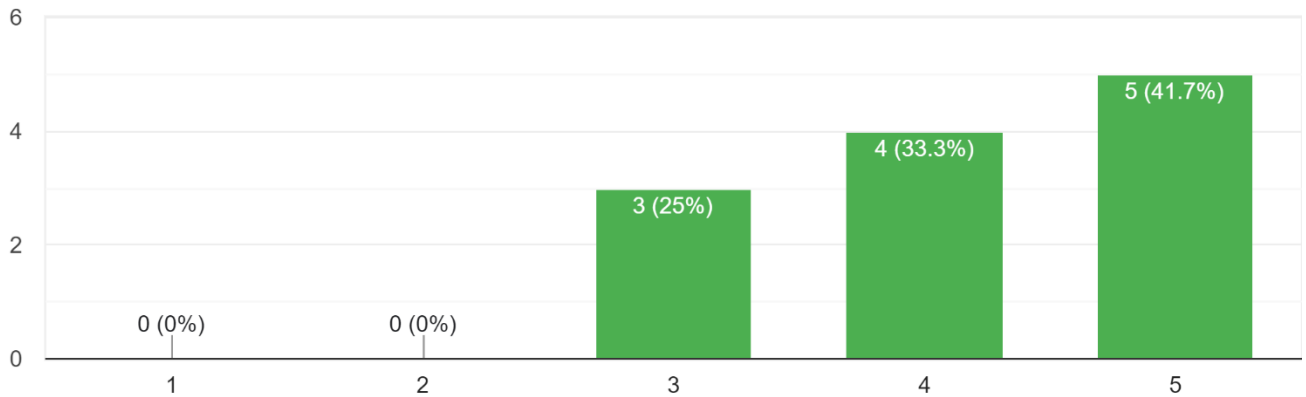
The water situation wasn't great, hopefully it will improve now that the tap has been installed.

Being consistently messaged on Facebook. It's extremely off-putting and has given me anxiety about attending the garden.

Soil in the raised isnt great so only certain plants would grow others died straight away and gets over run really quickly with weeds

### 5. On a scale of 1 to 5 how satisfied are you with your raised bed

12 responses



### 6. Do you wish to expand on this answer?

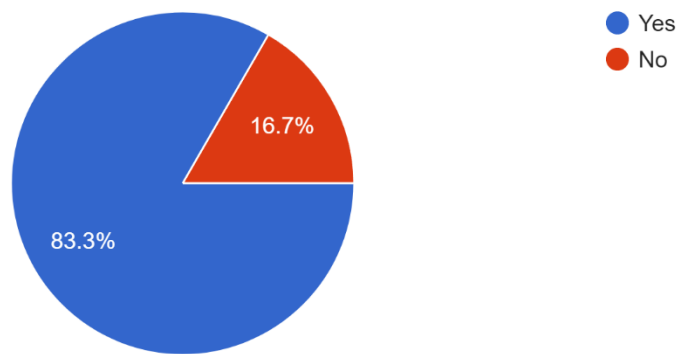
- No
- It is very shallow. Only a fork depth. There is a lot of gravel and hard core in my bed.
- The soil content was very poor but we did manage to get improvers (manure)
- I'm very proud I've managed to grow produce myself. I haven't got a garden so it's great to have my raised bed.
- I am happy with my raised beds thank you.
- The stones around the beds diesnt make it easy to weed the bed or work on the bed. But overall I'm happy.
- Bed is too low and kneeling on chippings is painful unless knee pads used, edge of bed impossible to sit on. Whilst more expensive sleeper beds would last longer and be more comfortable to use.
- N/a
- Better materials could have been used in their construction but they are a decent size

### 7. Have you had any difficulties attending to your bed and if so, what?

- My car broke down and medical issues
- Work Commitments in the week mean that I am not able to get thete before dark in the winter months. But thus is not a problem in the lighter months.
- As an organisation our staff live far from Llwynhendy so one staff member has had to use volunteering time to attend. We compensate where we can for not being there over the Fri-sun period.
- I haven't had any difficulties attending my bed, only difficulties joining the workdays
- I have found sometimes difficult as I work in Swansea, but I made up at weekend, or when I was on the watering rota.
- Multiple life circumstances

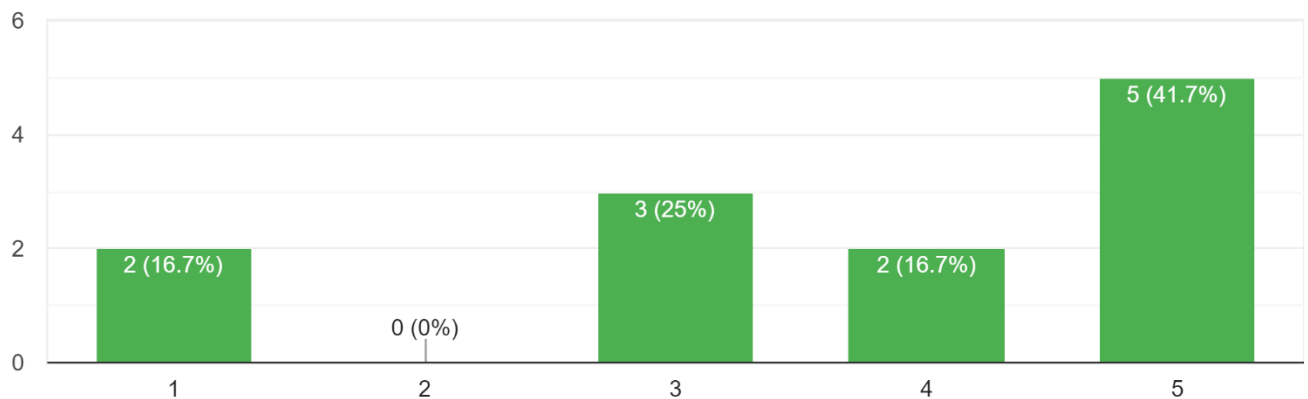
8. Have you been involved on any of the rotas for opening, watering and closing the polytunnel?

12 responses



9. On a scale of 1 to 5 how satisfied are you with the level of support you get from others?

12 responses



**10. Do you wish to expand on this answer?**

Everyone seems to be helping others and giving advice where they can.

When I was really poorly and unable to attend my plot was looked after beautifully and I am really grateful.

I've not met everyone as we all go there at different times. There are 5 plot holders I see regularly there. I think some people are natural leaders, where as I'm happy to be led when it comes to gardening and accept advice. I was part of a conversation about setting up a committee but no inroads have been made as yet.

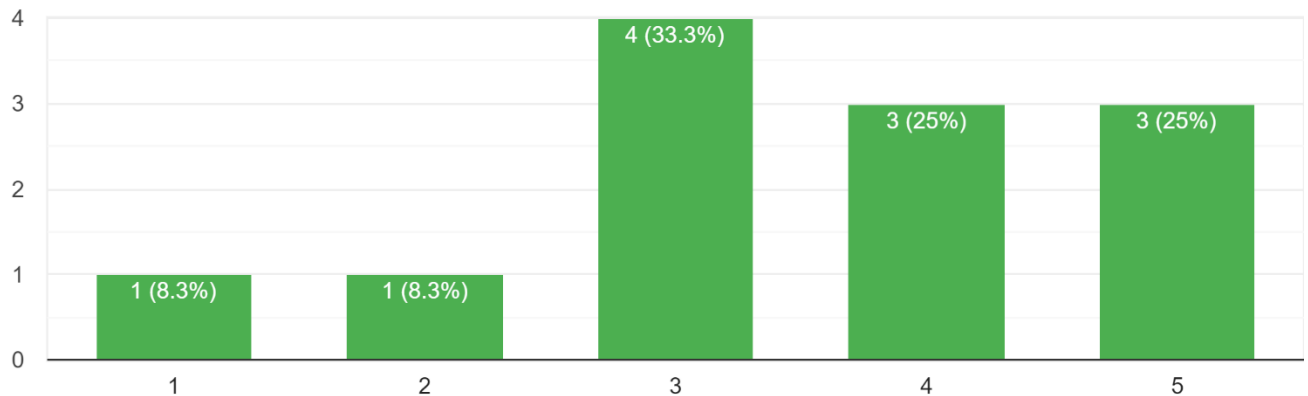
I get by. I'm not experienced but through chats on the group, I know what is best to be planted for the time of the year.

Lack of response in chat group and on communal days. It needs to improve, expected communal days needs to be raised from 2 per year to 6 per year.

I've not asked for support as I don't feel I've done enough myself

11. On a scale of 1 to 5 how satisfied are you with the level of support you get from Llanelli Rural Council?

12 responses



**12. Do you wish to expand on this answer?**

Darren is responsive and actions enquiries promptly

I'm very upset at the state of the shed floor and the greenhouse has been a disaster.

I have spoken to Darren on a number of occasions via Email. Always very polite and helpful. I haven't really had any dealings with anyone else.

I would say I'm fairly satisfied, what we have needed though conversations we have had, like the water or the polytunnel.

We've had some issues which are well known but I do see some improvement in communication and I hope a line can be drawn on previous issues and moving forward together. It's impossible to expect volunteers to run such a huge site and serious consideration need to be given to employing an overall garden manager for the site. Also when LRC do work on site it would be appreciated if they can take any debris from their work away with them.

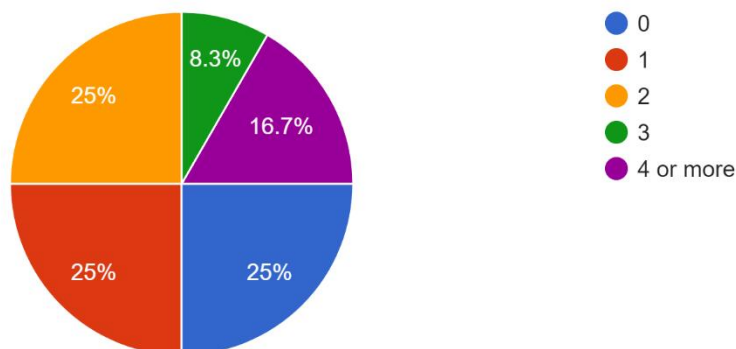
They were able to get water for us when we needed it

N/A

Only had contact when first getting the plot haven't spoken to anyone from there since then

13. Have you attended any of the communal work days? If yes, how many?

12 responses



**14. How would you feel if all beds were to receive regular inspections to ensure that the beds are being fully used and maintained?**

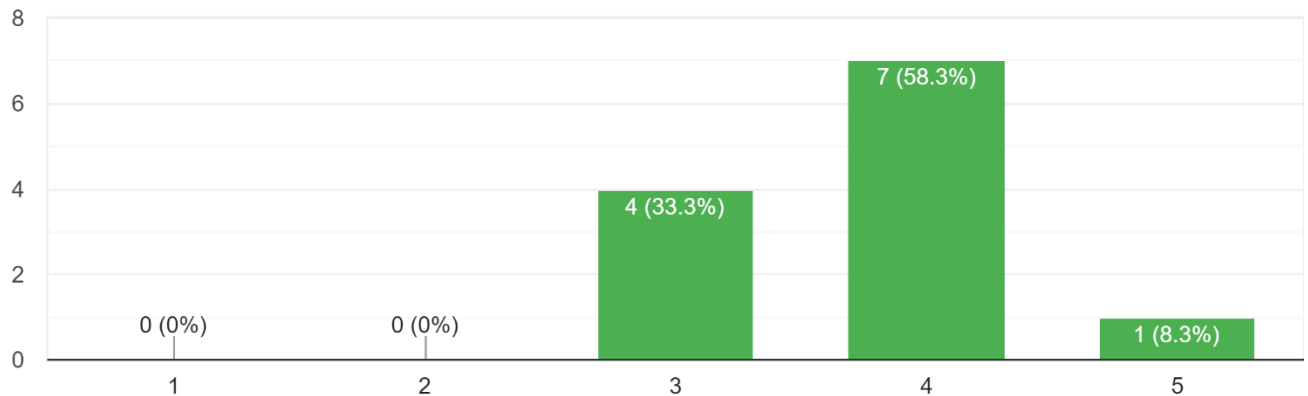
I think that's a good idea. It's annoying when adjacent beds are covered in weeds with seeds blowing over other beds

Fine
I don't mind.
This could be useful but should not result in people feeling 'they're being watched'
Ok
I don't have a problem with that.
Not sure.
Happy to be part of this.
This is the only way to ensure plot-holders make use and maintain their beds. It should be a use it or lose it policy as others are waiting in the wings for a bed. Anyone with genuine issues has been supported by other plot-holders stepping in to maintain their bed so there's no excuse for a lack of communication.
It wouldn't bother me
N/A
Ok
<b>15. Are you on the Dwyfor Community Garden Facebook Messenger group chat? And if so do you find it an effective way of communicating with other plot holders?</b>
Yes
Yes and no as I am not always on messenger but possibly better on what's app
Yes. But it can be a bit busy
Yes and yes
Yes
Yes I am on it. I have found it useful but do have to mute the messages at times as sometimes there is a lot of activity.
Yes to both.
Yes, although it can be a lot of chat at times.
Yes, I created the group, it was effective at the beginning but many plot-holders stopped communicating well on it. Also, whilst it's immediate it's not always the most effective way to communicate as sometimes messages can be missed (eg when the school brought glass in with the woodchip) after having missed a message asking them not to. A notice board/larger whiteboard would be helpful.
Yes, I am, and I believe it is an effective means of communication
Unfortunately I have been added.
Yes I'm in the group. Was a good way of getting into contact with people when the poly tunnel was up and running but other than that it's mostly just one member telling people what to do
<b>16. Have you utilised the polytunnel at all and if so how has the experience been and has it been useful to you?</b>
I joined fairly late in the gardening year so most of the space was taken. It would be nice to have an allocated space for those who want it.
No
I was late coming to the project so have no produce planted in it but in the summer I helped with watering. I enjoyed it as I was off work then. I look forward to growing my own tomatoes next year.
Not this season
Not yet.
I utilised the pollytunnel for growing tomatoes and cucumbers, the season was unfortunately cut short when it ripped. I went there that day to help to try and save some of the plants. It ripping was a terrible shame - I'm hopeful it can be replaced as it would extend the growing season. I have no technical skill to help reskin it but happy to lend a hand. I used to regularly open and close it, which at times could be a bind so I wonder if any replacement could have vents please? I have a small amount I can contribute to this if needed.
Yes I have utilized it for my tomatoes and peppers. I wouldn't have been able to enjoy these products if it wasn't for the polytunnel. Very grateful.
No
Yes. I don't need to go over old ground but it has been frustrating to utilise something that wasn't put up correctly and then having to spend 5 hours moving plants to a shed with very little light and a greenhouse with missing panes was very disheartening and I was at the point of calling it a day after that but I'm hoping that with this survey and a more collaborative approach the next growing season will be better.
No, but would look to do so in the future
N/A
Used to use the poly tunnel alot until it broke due to strong winds but my partner got blamed for it getting damaged by marie so we haven't bothered much after that



17. Safety. On a scale of 1-5, how safe do you feel within the garden and outside car parking area / access lanes?

12 responses



**18. Do you wish to expand on your answer?**

It is very dark in winter evenings so I don't go there in the week.

I always lock the gates after me when I go in and have my phone close at hand. During the day I feel safe but less so in the evening and if I was getting to the plot late at night to close the pollytunnel, even in summer I was very aware of it being secluded. I always park near the gates so that I can get back into my car quickly and usually reverse park so that I can drive straight out. The flood lights are helpful.

In daylight, I feel fairly safe, but as it is a secluded place, if I hear unfamiliar noises and I'm on my own, it frightens me.

I don't have many issues other than concern for personal items in the shed as we've had a number of break ins. I'm comfortable leaving the gate unlocked and chatting with residents passing, I notice other plot-holders lock themselves in, this is not something I would do but each to their own. One resident backing onto the car park is problematic and regularly fly tips and causes a noise nuisance.

Nothing else to say other than I feel safe while in the allotment

**19. Have you been able to engage with the local community whilst attending Dwyfor Community Gardens?**

Yes, I chat to the neighbours

No

In a limited way as we tend to go up when others aren't there

No

I've spoken to a few people whilst there. Sadly the longest conversation I've ever had was with a man complaining about the noise the pollytunnel made in the wind.

Occasionally, if there are people around.

A small amount.

Absolutely yes, I encourage people walking past to come in for a look.

No

Only seen a few other members who have plots there

**20. What community events would you like to see happen at the gardens?**

I'll need to think about this

I am unsure

Seed shares

Health and wellbeing related, which could be varied

None.

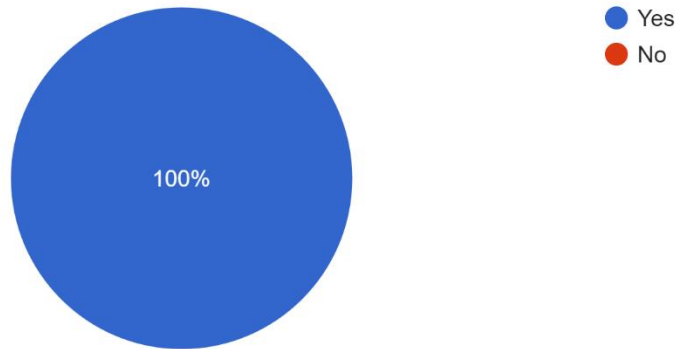
██████ is always plugging workdays through ████████ and I've tried to get more volunteers through my work. Tree planting. orchard planting maybe a BBQ?

Open days, seed exchange days, working days on own bed or help the others etc. School visits

Happy to hear about opportunities
Firstly the site needs blanket insurance but plant and seed swaps and other gardening related events would be great to hold at the garden.
I don't have any ideas
Not really sure as half the allotment is covered in tall grass and weeds

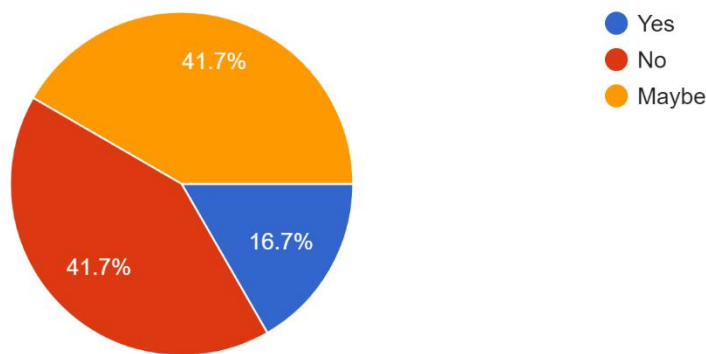
21. Would you like to continue with your raised bed next year?

12 responses



22. Are you able to help serve on a voluntary run committee for Dwyfor Community Garden?

12 responses



<b>23. Do you have anything else to add?</b>
Would like to thank all the gardening community for there advice and help, it has been a lovely start to my son and i gardening adventure. We still have a lot to learn, but hopefully we will ivercthe coming months.
I am grateful for this opportunity and I enjoyed sharing produce with other growers who had their beds for a while before I gad mine. I am.looking forward to the spring.
Our continuation depending on our charity funding
No
A lady called [redacted] is interested in being considered for a plot when one comes available. [redacted] can be contacted on [redacted]. Thank you
I'm grateful for the raise bed, but it feels quite idle and only [redacted] have attended the last working days, 3rd sunday of the month. More unity in the group is needed.
I tried and failed to get a committee going in order to get the site insured, I think we need a plan B.

Large storage bins along the inside of the fence for the manure and chippings would be useful instead of it being dumped in the middle of the entrance so you dont have the walk either around or through them

**Introduction**

The Dwyfor Biodiversity and Growing Space is place for the community to use in order to undertake the practice of growing food. It is also a place for biodiversity to thrive. It is a place to help people's general wellbeing and educate those interested in a more sustainable way of living.

**Site Location**

How to find: a lane for vehicle access is located between 72 and 74 Dwyfor, Llwynhendy (full address below). A pedestrian lane leading to the space can be located in between houses on Brynsierfel.

Address: Dwyfor Community Growing Space, Dwyfor, Llwynhendy, Llanelli. SA14 9HA

What3Words: [///clubs.chill.item](https://clubs.chill.item)

Coordinates: Lat Long (51.682692, -4.118804)

**About the site**

The land is split in to two distinct growing areas. The front area is designated for growing food produce whilst the rear area is designated a 'natural' area for allowing the growth of wild flowers and plants, hedges and trees in order for biodiversity to thrive. The natural space will also host a seating area for group activities / outdoor learning.

The food growing space currently has 22 raised beds of varying sizes available for community adoption - three of which are wheelchair accessible. It has a polytunnel, a greenhouse and ample shed space.

**The role of Llanelli Rural Council**

This agreement is with Llanelli Rural Council. The vehicle access lane off Dwyfor and car parking area outside the space is the responsibility of Carmarthenshire County Council.

The Council will initially make improvements to the shed and communal areas but other than that those that have signed up to this occupancy agreement will have responsibility for the beds and sheds assigned to them.

Llanelli Rural Council can be contacted for matters concerning the grounds however it will not be carrying out routine maintenance on site such as cutting grass and clearing site waste. All personal waste must be removed by individuals from the site.

A **Schedule of Maintenance** outlines the responsibilities of the councils (Llanelli Rural and Carmarthenshire) and the community in regards to the site and its amenities. It will also outline any shared responsibilities.

**Vision for the site – Biodiversity area**

The back area of the site is to be left to wild. It is envisaged that community groups and organisations will be allowed to plant trees, hedgerows and allow natural paths that lead to areas of interest for education purposes and as such the council would allow for bug hotels, an outdoor classroom, and dipping pond areas to be created. The council will consider a bee hive to be installed in this area. If someone is interested in undertaking a project to install any of the above, please contact Llanelli Rural Council.

**Vision for the site – Growing area**

Llanelli Rural Council will facilitate Dwyfor Growing Space to be utilised and managed by the community for the benefit of the community. Raised planter beds can be adopted by individuals, schools, community groups and charities. Food grown at the growing space can be taken home for personal use

## DWYFOR GROWING SPACE: OCCUPANCY AGREEMENT

and/or donated to local food banks or good causes. All users must cooperate with the councils and work with each other for the greater good of the site. Communal shed spaces, the polytunnel and green house are available to all to use. Unless indicated, all raised beds will be maintained by individuals, schools, community groups or charities.

### General enquiries

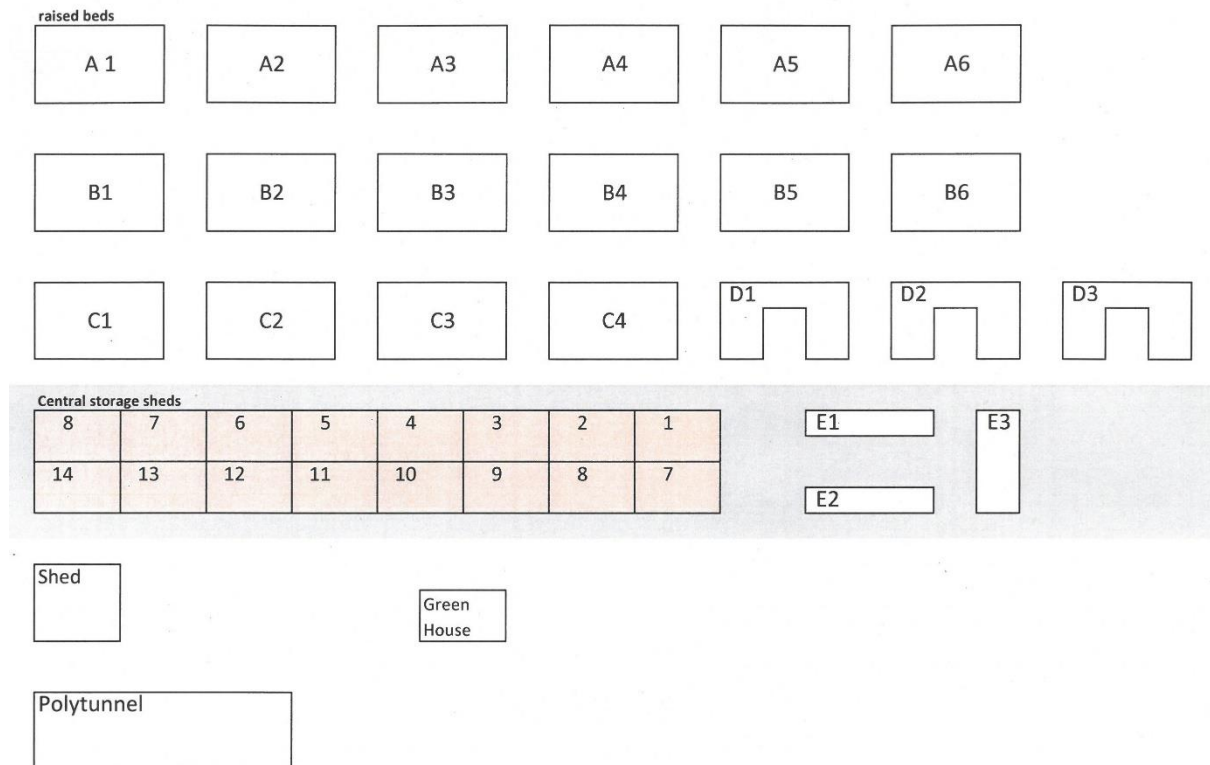
Contact Llanelli Rural Council on

Phone - 01554 774103

Phone / text / Whatsapp - 07876 6066606

Email - enquiries@llanelli-rural.gov.uk

### Growing space allocation



### Insurance

**There is no public liability insurance provided by the Council for activities undertaken at the growing space. Individuals and/or groups will be required to make arrangements for appropriate insurance cover.**

### General site provisions and conditions for the growing space area

- 1) Raised planter beds and storage shed spaces are available for adoption for up to a period of 12 months, or part thereof depending on when the adoption takes place. The adoption period runs from **1 January to 31 December**. Each applicant(s) must reapply for access to the adopted spaces in the following year by **1 December** each year. If an application is not received, the adopted space will be re allocated. No individual or group is permitted to adopt more than two spaces. A waiting list will be maintained by Llanelli Rural Council where priority is given aligning to the date when an application is received.
- 2) Where a raised bed/storage shed is adopted by more than one individual, all terms, liabilities and conditions in this document apply to each of them individually. Liability is joint and equal to all parties and the agreement will be awarded on a joint and several liability basis.

## DWYFOR GROWING SPACE: OCCUPANCY AGREEMENT

- 3) Access to storage sheds is on a first come, first served basis. Users are encouraged to share their shed spaces with other users. Users are responsible for the security of their shed. The council is not responsible for any losses or damage to any items or equipment stored within the shed.
- 4) Occupiers may only use their raised beds for their own or affiliated groups cultivation and may not carry on, or permit to be carried on, any trade or business involving the Dwyfor Growing Space.
- 5) The Council, their accredited representatives and persons acting on their behalf or with their permission shall be entitled at any time to enter and inspect any raised bed, polytunnel, green house and shed space to carry out any works or repairs required.
- 6) Occupiers must not
  - a) Bring unauthorised vehicles on to the site;
  - b) Take any communal tools away from the site;
  - c) Leave litter on the ground and must take your litter home;
  - d) Light fires / start a bonfire;
  - e) Build or allow any structures onto the site without permission of Llanelli Rural Council;
  - f) Plant any trees or bushes without the permission of Llanelli Rural Council.
- 7) Occupiers must:
  - a) Acquire appropriate public liability insurance cover for their planned activities at the growing space;
  - b) Cooperate as far as reasonably possible with the Council and others that use the site in ensuring the efficient, effective and harmonious running of the site;
  - c) Inform Llanelli Rural Council of any change in their address or other contact details.
- 8) **Llanelli Rural Council is not responsible for any loss, theft, damage or injury to any persons or property on the site, and all persons who enter the site do so at their own risk.**
- 9) Communal sheds for all that require locking up will be provided a lock and key by Llanelli Rural Council.

### Livestock

- 10) Livestock, including rabbits and poultry, may NOT be kept on site.

### Water

- 11) Hosepipes may be used on the site, subject to water company regulations. Hoses must be held in the hand at all times and must not be left unattended. Sprinklers, irrigations systems and the like **will be considered on a case by case basis.**

### Care of the site

- 12) Occupiers must:
  - a) **Lock the gates after entering or leaving the site even if they are found to be open or unlocked;**
  - b) Make arrangements to meet personally at the entrance of the site any persons visiting them or vehicles making deliveries to them on the site and to ensure that the entrance is locked securely before and after. Llanelli Rural Council shall have the right to refuse admittance to any person other than organisations and their volunteers, the occupier or a member of his/her family or household to the allotment unless accompanied by the occupier or a member of their family;
  - c) Return at the end of the tenancy all gate and other keys provided by Llanelli Rural Council. **Padlocks on sheds to be removed or keys to padlocks still in situ are to be handed in at the same time as the main gate key. Main gate** keys remain the property of Llanelli Rural Council. Where replacement keys have been supplied to the tenant, these must be returned at the end of the tenancy or on demand;
  - d) Report to Llanelli Rural Council any matters of mains water leakage, any damage to fences, property or produce, through trespass or vandalism or from any other cause.
- 13) Well behaved dogs must be kept under close control, on a lead, while on the site. They must not be allowed to jump on other gardeners, foul or cause damage to any raised bed / plot.

### Polytunnel and Greenhouse

- 14) There will be nominated persons with the responsibility for access to these spaces in order to keep them working efficiently and with little mess.

## DWYFOR GROWING SPACE: OCCUPANCY AGREEMENT

### THE RAISED BED AGREEMENT

The raised bed holder agrees to:

1. Uphold the site provisions and conditions above.
2. Keep the raised bed and the surrounding paths to the top and the right of the raised bed in good order through the year. If you are unable to tend your bed for any reason, please let us know – we might be able to help. If you do not contact us about a neglected plot, we will give you a month's notice before passing it on to someone on our waiting list.
3. Grow organically, using no chemical pesticides, herbicides, fertilisers or peat-based composts.
4. Co-operate with other users of the site to maintain a safe and pleasant environment.
5. Pay £20 per annum (1 January to 31 December) to Llanelli Rural Council and additional water consumption charges.
6. Attend at least **six** of the volunteer working party days per year. These days will be used to tidy up the site, meet other allotment holders, pass on advice and allow discussion of any improvements or problems. Dates will be put on our Facebook page, Messenger, WhatsApp and on the noticeboard on site.
7. Use rainwater from the storage butts as first option before tapwater (as this is expensive) in order to keep running costs down.
8. Use hand-tools only.
9. Work safely at all times.
10. Put plant waste **in your compost bin or heap** and take any other rubbish home.
11. No bonfires except at organised events – they are bad for relations with our neighbours and the environment.

Raised beds holders may:

1. Use the hand tools from the shed; please return them clean. The hand tools list will be on view in the communal shed. Use only the tools listed.
2. Use the seating area
3. Use spare produce that has been put out on the 'swap's table' or that has been noted on the noticeboard as available to pick for personal use.
4. Bring well behaved dogs, if they are kept on a lead at all times and waste cleaned up immediately.
5. Ask advice from anyone and also contribute their own ideas.

Please complete this page of the agreement and return it with your payment to Llanelli Rural Council, Vauxhall Buildings, Vauxhall, Llanelli, SA15 3BD. **You can pay by cash only.** If you have a query, please get in touch with Llanelli Rural Council.

To be completed. Please answer the following:-

What is your raised bed number \_\_\_\_\_

What is your shed space number \_\_\_\_\_

Do you wish to have use of the polytunnel YES/NO

Volunteers are needed to look after communal raised beds. Would you be interested in this? Yes/ No

### **I accept the above agreement for the raised bed**

Signed: ..... Date: ...../...../.....

Name: .....

Phone number .....

Address: .....

.....

Email: .....

# DWYFOR GROWING SPACE: OCCUPANCY AGREEMENT

## Dwyfor Community Growing Space

### Schedule of Maintenance

Key:

LRC – Llanelli Rural Council

D – Dwyfor **grower** or group that has signed the Occupancy Agreement

CCC – Carmarthenshire County Council

The table below is the agreed areas of maintenance and should be read alongside the conditions set in the occupancy agreement. The space referred to is within the fence boundary of the growing space, unless specified. Anyone that has signed the occupancy agreement must be provided with a copy of this schedule. A copy should be on display in common areas of the Growing Space.

Task/Area/Item of responsibility	LRC	D	CCC
Lane and parking area (outside the growing space)			✓
Boundary fencing	✓		
Storage sheds	✓	✓	
Solar lighting	✓		
Raised beds		✓	
Compost bins		✓	
Rainwater harvesting equipment	✓		
Notice Board	✓	✓	
LRC branded information signs	✓		
Polytunnel		✓	
Green House		✓	
Stand-alone shed		✓	
Push Tap Mains Water supply	✓		
Ground drainage	✓		
Communal Items (gardening tools, wheel barrows etc.)		✓	
Site waste		✓	
Biodiversity / wild (back) area		✓	
Footpaths / concrete hardstandings	✓		
Food grown		✓	
Weed control of entire site		✓	
Keeping the space tidy		✓	