

**THURSDAY, 7 JULY 2022**

**TO: THE CABINET MEMBER FOR RURAL AFFAIRS AND  
PLANNING POLICY**

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE  
**CABINET MEMBER FOR RURAL AFFAIRS AND PLANNING  
POLICY** WHICH WILL BE HELD IN **CABINET MEMBER OFFICE -  
COUNTY HALL, CARMARTHEN, SA31 1JP**, AT **10.00 AM**, ON  
**FRIDAY, 15TH JULY, 2022** FOR THE TRANSACTION OF THE  
BUSINESS OUTLINED ON THE ATTACHED AGENDA.

*Wendy Walters*

**CHIEF EXECUTIVE**

<b>Democratic Officer:</b>	<b>Janine Owen</b>
<b>Telephone (direct line):</b>	<b>01267 224030</b>
<b>E-Mail:</b>	<b>JanineOwen@carmarthenshire.gov.uk</b>

Wendy Walters Prif Weithredwr, *Chief Executive*,  
Neuadd y Sir, Caerfyrddin. SA31 1JP  
County Hall, Carmarthen. SA31 1JP

# A G E N D A

1. DECLARATIONS OF INTEREST

2. WG ALLOTMENT SUPPORT GRANT

3 - 14

*Note:- The press and public are not entitled to attend the meeting. The decision record will be published normally within 3 working days.*

## CABINET BOARD MEMBER FOR RURAL AFFAIRS AND PLANNING POLICY

15<sup>TH</sup> JULY 2022

<b>Cabinet Member:</b>	<b>Portfolio:</b>
<b>Cllr. Ann Davies</b>	<b>Cabinet member for Rural Affairs and Planning Policy</b>

### WG ALLOTMENT SUPPORT GRANT

**Purpose:**

Approve the delivery of the Allotment Support Fund and associated projects.

**Recommendations / key decisions required:**

To retrospectively approve applications submitted for consideration as part of the Welsh Government 2022/23 Allotment Support Fund.

**Reasons:**

To increase the availability of good quality allotment plots within Carmarthenshire.

Directorate Name of Head of Service: Jason Jones	Designation Head of Regeneration	Tel No. 01267 224124
Report Author: Rhian Phillips	E Mail Address: MRPhillips@carmarthenshire.gov.uk	

**Declaration of Personal Interest (if any):**

None

**Dispensation Granted to Make Decision (if any):**

N/A

**DECISION MADE:**

**Signed:**

DATE: \_\_\_\_\_

\_\_\_\_\_ CABINET MEMBER

**The following section will be completed by the Democratic Services Officer in attendance at the meeting**

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted <b>subject to the amendment(s) and reason(s) specified:</b>	
Reason(s) why the Officer's recommendation was <b>not adopted:</b>	

**EXECUTIVE SUMMARY**  
**CABINET BOARD MEMBER FOR**  
**RURAL AFFAIRS AND PLANNING POLICY**

**15<sup>TH</sup> JULY 2022**

**WG ALLOTMENT SUPPORT GRANT**

**1. BRIEF SUMMARY OF PURPOSE OF REPORT.**

Carmarthenshire County Council has been allocated an indicative amount £39,601 by Welsh Government via the Allotment Support Grant to increase the availability of good quality allotment plots across Carmarthenshire. The funding relates to activity within 22/23 financial year. The fund will be used in a variety of ways to help boost the capacity of the organisations. This includes -

- Creation of new plots
- Bringing derelict plots back into use
- Improving accessibility
- Improving site services
- Improving site security
- Improving site management
- Increase recycling / renewability
- Increase biodiversity / pollinators

Welsh Government have requested that a short 'Work Plan' be submitted proposing a number of improvements to allotments within the county and that will form the targets that are expected to be achieved.

The Funding Bureau has subsequently made contact with Town & Community Councils and Allotment groups who operate allotments within Carmarthenshire to establish the level of need. Based on this information, each group was asked to provide a list of works and outputs that would increase the availability of good quality allotments plots with works to be completed by March 2023.

Subsequently 14 projects were submitted and assessed by the Bureau team, which then formed the 'Work Plan' that was submitted to Welsh Government for approval by the deadline of 10<sup>th</sup> June 2022. Work Plan attached as Appendix A and guidance as Appendix B.

The fund will be administered by the Authority's Bureau team and any variations to the funding will be managed by the team.

**REPORT ATTACHED**

**No**

- **Appendix A – Work Plan**
- **Appendix B - Guidance**

# IMPLICATIONS

**I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :**

**Signed: Jason Jones**

**Head of Regeneration**

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
<b>NONE</b>	<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

## 1. Finance

A total budget of £39,601 capital funding has been awarded via the Welsh Government Allotment Support Grant for 22/23 financial year and will be utilised to support community groups. The fund will cover 100% of the costs, as no match funding will be required.

The funding will be distributed to Third Parties in line with procedures agreed with CCC Finance.

The Funding relates to 2022/23 and must be fully claimed by March 2023.

The Authority will be reimbursed by Welsh Government.

## 2. Legal

Terms and Conditions will be established with the Third-party groups in receipt of the funding.

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Jason Jones

Head of Regeneration

### 1. Scrutiny Committee

N/A

### 2. Local Member(s)

N/A

### 3. Community / Town Council

Relevant T&CC contacted who either lease or sublease allotments, to promote the opportunity to access the WG Allotment support grant.

### 4. Relevant Partners

N/A

### 5. Staff Side Representatives and other Organisations

N/A

### Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE

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Allotment Support Grant

Authority:  
Carmarthenshire County Council

Guidance available on Appendix B

Project title	Description of project	Location	Any foreseeable risks? If yes, how will they be mitigated?	Expected outputs (insert no. of plots affected in relevant column/s)							Total number of plots affected	Total anticipated project spend	Grant amount requested	Authority contribution	1st Claim (1st - 16th December)	Final claim (before 15th March)	
				Creation of new plot	Bringing a derelict plot back into use	Improving accessibility	Improving site services	Improving site security	Improving site management	Increase recycling / renewability							biodiversity / pollinators
Coronation Road pathway and plot improvement project	The project will relay pathways running the length of the allotment gardens along with paths that run between each plot. In addition work will be carried out to split some plots providing for starter plot provision for new allotment gardeners to familiarise themselves with allotment gardening before moving on to larger available plots. The allotment gate security will also be improved.	Coronation Road Allotments, Llanelli	Health and Safety risks during the project being carried out will be managed via the Town Council Consultant Architect and the agreed contractor	3		17		1	1			20	15321	13321	2000	10000	3321
Sunninghill Terrace plot improvement project	Work will be carried out to bring one plot back into use and to split some plots providing for starter plot provision for new allotment gardeners to familiarise themselves with allotment gardening before moving on to larger available plots.	Sunninghill Terrace Allotments, Llanelli	The project would need to await plot holders giving up their tenancy in order to carry out the works suggested	4	1	0		0	0			5	500	500	0	500	0
Lower Trostre Road plot improvement project	Work will be carried out to install a water supply to the allotment gardens at Lower Trostre Road	Lower Trostre Road Allotments, Llanelli	The project would need obtain a quotation from Dwr Cymru for the installation to take place	0	0	1	1	0	1			5	2000	2000	0	2000	0
Disable Rails	To provide disabled hand rails for the community area to enable those with walking impairments safe access to and from the raised bed area.	Parc Hinds Allotments	No			1	1					3	2200	2200	0	2200	0

Boundary Maintenance	There is an overgrown hedge that borders the allotment site, which has become totally unmanageable and shades several allotments. Request to bring in subcontractors to cut back this high hedge and remove all waste ( 8meters high) A professional arborist will be used. This will enable the site to be more open and reduce the risk of vandalism and theft.	Parc Hinds Allotments	Height danger therefore professional required									32	1300	1300	0	1300	0
Secure Storage	To provide a secure unit for the storage of tools and equipment. This area would also double up as a shelter area for the allotment users.	Parc Hinds Allotments	No				1	1				32	1200	1200	0	1200	0
Shelter and sustainable rainwater collection	Currently there is a need for shelter for the allotment users, especially during poor weather. The aim is to purchase and erect a 8'x6' shelter. Secondly we will complete edging to existing plots to improve the site and management of the area. And thirdly, make improvements to composting area.	Llannon Allotments	No				1	1	1			35	1555	1555	0	1555	0
Accessible ECO Toilet	Provision of an accessible eco composting toilet located on a previously repurposed allotment which is now an accessible garden for allotment users with limited mobility. The toilet will also service allotments located on the upper part of the site. The site already has one ECO toilet which has a central location on the main site and which currently services allotments to the mid and lower parts of the site. A new toilet would therefore service the needs of those using the accessible garden, members using the communal hub for meetings and members of approximately 12 allotments on the upper site.	Five Fields Allotments	No				1	1	1	1		75	3,300	3,300	0	3,300	0
Secure storage unit	Purchase of a secure storage unit to house the society's machinery and implements and to enhance the current storage provision of compost, soil improvers and other gardening materials. In partnership with a local gardening centre, members have benefitted from the bulk delivery of materials such as compost, that are then sold at cost to members on site. The availability o compost and soil improving products on site is a particular help to those without their own means of transport and contributes to the soil quality and overall maintenance of the allotments.	Five Fields Allotments	No				1	1	1	1		75	2,600	2,600	0	2,600	0

Power Generator	Purchase of a power generator for use in the communal hub to extend its use throughout the year by providing electricity for lighting and refreshments during committee meetings and other social events for members. The use of machinery on site is restricted to battery or petrol operated tools when electric powered machinery would be preferable.	Five Fields Allotments	No				1	1	1				75	850	850	0	850	0
Petrol Strimmer	Purchase of a Petrol Strimmer. The Society owns two petrol strimmer's that are used by members to maintain the site generally and to control vacated allotments from becoming overgrown and therefore difficult to allocate. One of the strimmer's has recently broken down and is uneconomical to repair and a replacement is required to continue with the upkeep of the site	Five Fields Allotments	No			1	1	1	1	1			75	350	350	0	350	0
Heavy Duty Cultivator	Purchase of a heavy duty cultivator to ensure vacated overgrown or disused allotments are brought back into use as quickly as possible to promote the take up of allotments by new members and improving the overall management of the site	Five Fields Allotments	No			1	1	1	1				25	4,500	4,500	0	4,500	0
Improving Site Services	The aim is to erect a community shed for the benefit and wellbeing of Allotment Plot holders. This will mean the allotments holders have a safe space to meet and socialise with each other when on site, as well as provide a shelter in poor weather conditions.	Cae Maliphant, Kidwelly	Risks associated with erection mitigated by shed being erected by supplier						1				30	3,475	3,475	0	3,475	0
Improve site security	The current fence that runs along the end boundary, adjoining neighbours property is old and worn. Replacing the fence is detrimental to the safety of the site and all the plots. It also needs to be replaced to avoid any harm to allotment holders as the wire is rusted and sharp.	Cae Maliphant, Kidwelly	Risks associated with the erection mitigated by the fence being erected by the supplier.						1				30	2,450	2,450	0	2,450	0
<b>Totals</b>				7	3	24	10	7	8	2	1	517	41601	39601	2000	36280	3321	

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**Aim:** To increase the availability of good quality allotment plots

**Who can receive the funding:** The grant will be a direct allocation to Local Authorities only. However, Local Authorities will be able to choose how and where to spend their allocation (i.e. Directly with contractors / staff time, or via community / town council / other community groups)

**Funding is to be used for:** Physical improvements to new or existing plots  
Improvements to allotment site management  
Improvements to communications (where this would see measurable progress on 1 or more 'outputs')

**Proposed outputs:**

Outputs	Examples, but not restricted to:
Creation of new plot	purchasing or re-purposing land, splitting full sized plots (where plausible)
Bringing a derelict plot back into use	site clearance, re-fencing
Improving accessibility	improving pathways, plots with adjacent parking for less abled users (sustainably drained)
Improving site services	Shared sheds or tools, water
Improving site security	fencing, lockable sheds, CCTV/security lighting if necessary
Improving site management	easy access to site manager, web page, easy to apply
Increase recycling / renewability	recycling point, water collection, waste management
Increase biodiversity / pollinators	planting guides, site pond, info on INNS

**Evidence requirement:** Detailed works specifications  
Plans, if relevant  
Photographs of before and after

**Number of plots affected:** For each project you will need to identify the number of plots affected per proposed output. More than one output can be realised for each project.  
For example, if you were creating 10 new plots and 5 of these will be accessible, you should put '10' in the 'Creation of new plot' column and '5' in the 'Improving accessibility' column and '10' in the 'Total number of plots affected'

**Total number of plots affected:** This is the total number of plots affected by the project and not necessarily a total of all the 'outputs' added together.  
For example, if you create 10 new plots and bring 10 derelict plots back into use, the total number of plots affected would be 20.  
2nd example, if you improve site services for 10 sites and improve security for the same 10 sites, the total number of plots affected would be 10.

**Funding conditions:**

1. The authority must complete and submit a work plan to WG with information about works they intend to carry out and the outputs expected
2. WG will not provide any funding unless condition 1 is met.
3. Funding must be used for the sole purpose of this funding programme
4. The authority must take opportunities to publicise the work being done so that the public are aware of the improvements, referencing WG as the funding source
5. The authority can request approval from WG to change the plan for spend, if circumstances change
6. Further conditions will be put forward in the "Allotment Support Grant 2022-23" grant offer letter, which will need to be signed and returned before any payments are released.

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