



Dinas a Sir Abertawe

Hysbysiad o Gyfarfod

Fe'ch gwahoddir i gyfarfod

Pwyllgor Datblygu Polisi Lleihau Tlodi

Lleoliad: O bell drwy Microsoft Teams

Dyddiad: Dydd Llun, 23 Tachwedd 2020

Amser: 3.30 pm

Cadeirydd: Y Cyngorydd Mary Sherwood

Aelodaeth:

Cynghorwyr: C R Doyle, P K Jones, E T Kirchner, D Phillips, C Richards,
K M Roberts a/ac L V Walton

Aelodau Cyfetholedig: Andrew Davies

Gwyllo ar-lein: <https://bit.ly/32F5DLf>

Agenda

Rhif y Dudalen.

- | | | |
|----------|--|---------------|
| 1 | Ymddiheuriadau am absenoldeb. | |
| 2 | Datgeliadau o fuddiannau personol a rhagfarnol.
www.abertawe.gov.uk/DatgeluCysylltiadau | |
| 3 | Cofnodion.
Cymeradwyo a llofnodi, fel cofnod cywir, gofnodion y cyfarfod(ydd) blaenorol. | 1 - 5 |
| 4 | Trafodaeth - Tyfu Bwyd Cymunedol. | 6 - 19 |
| 5 | Cynllun Gwaith 2020-2021. | 20 |

Cyfarfod nesaf: Dydd Llun, 14 Rhagfyr 2020 ar 3.30 pm

Huw Evans

Pennaeth Gwasanaethau Democrataidd

Dydd Llun, 16 Tachwedd 2020

Cyswllt: Gwasanaethau Democrataidd: - 636923

Agenda Item 3



City and County of Swansea

Minutes of the **Poverty Reduction Policy Development Committee**

Remotely via Microsoft Teams

Monday, 26 October 2020 at 3.30 pm

Present: M Sherwood (Chair) Presided

Councillor(s)

C R Doyle
K M Roberts

Councillor(s)

P K Jones
L V Walton

Councillor(s)

C Richards

Officer(s)

Aled Gruffydd
Amy Hawkins
Allison Lowe
Joanne Portwood
Anthony Richards

Lawyer
Interim Head of Adult Services
Democratic Services Officer
Strategy and Policy Officer
Poverty and Prevention Strategy and Development Manager

Apologies for Absence

Councillor(s): D Phillips
Independent Member(s): Andrew Davies

4 Disclosures of Personal and Prejudicial Interests.

In accordance with the Code of Conduct adopted for the City & County of Swansea, no interests were declared.

5 Minutes.

Resolved that the Minutes of the Poverty Reduction Policy Development Committee held on 28 September 2020 and 1 October 2020 be approved and signed as a correct record.

6 Terms of Reference. (For Information)

The Terms of Reference for the 5 Policy Development Committees was provided for information.

Resolved that the Terms of Reference be noted.

7 Co-option of Andrew Davies.

The Chair reminded the Committee that Andrew Davies had been co-opted to the Poverty Reduction Policy Development Committee during 2019-2020 and had made an invaluable contribution.

Resolved that Andrew Davies be co-opted to the Poverty Reduction Policy Development Committee for the Municipal Year 2020-2021.

8 Dates and Times of Future Meetings. (Discussion)

The Chair stated that usually the Poverty Reduction Policy Development Committee meet at 3.30 on the last Monday of the month. She proposed that the Committee look to re-organise those meetings that fall within the school holidays.

In addition, she felt that Working Group meetings would be required on a monthly basis in addition to the formal Committee meetings in order to consider "Draft" reports and to ensure that the work during the year be completed on time. Several options were discussed and it was felt that Working Group meetings should take place immediately following the formal Policy Development Committee. Members requested that if the Working Group was not required, that they be advised accordingly.

Resolved that:

- 1) Democratic Services re-schedule any meetings that fall within school holiday periods;
- 2) Working Groups take place on a monthly basis immediately following the formal Policy Development Committee.

9 Presentation - Policies Under Development Update. (Jo Portwood)

Jo Portwood, Policy & Strategy Officer provided an update via a presentation on the policies under development. These topics had been considered by the Poverty Reduction Policy Development Committee during 2019-2020:

- **Promoting Affordable Credit Policy**

The Policy aims to end the targeting of high cost credit, prevent high cost borrowing and promote access to more equitable and affordable credit. She stated that it has been signed off by the Cabinet Member in advance of consultation with the Corporate Management Team. It was hoped that it would then be presented to Cabinet in January 2021.

The Committee expressed their disappointment that this Policy had not been implemented prior to the Christmas period, a time when families were most at need and might be considering some form of credit. They discussed various ways of promoting affordable credit and savings options to help people maximise income and entitlements such as advertising on staff pay slips, staff Intranet and Chief Executives Blog. Externally it could be promoted via the Council website, Council

Tax letters and the various social media platforms. It was noted that the Welsh Government Tenancy Saver Loan Scheme would also be available until 31 March 2021 to private rented sector tenants in rent arrears and those who might struggle to pay future months' rent as a result of coronavirus.

- **Corporate Debt Policy**

The Policy aims to make it easy to pay bills, encourage early contact, offer help when needed, avoid further action and ensure fair and consistent practice to collecting debt. The Revenue & Benefits Manager had developed a draft Policy and a shorter policy statement had also been drafted. Further development was required by a working group.

The Chair and Councillors Ryland Doyle, Christine Richards and Lesley Walton would meet to consider the outstanding issues prior to a full Working Group discussion on this Policy.

- **Green Fairness Policy**

The Policy aims to Aims to improve green fairness by increasing opportunities for people to benefit from contact with nature and reduce health inequalities. A draft policy has been developed by a working group and others partners and there was a link with the Public Services Board Working with Nature working group. A final draft would be reviewed before recommendations to Cabinet Member(s).

There had been a query how the outcomes would be measured and who would be responsible for them. The Chair stated that this would need to be considered and built into the action planning stage.

Resolved that the update be noted.

10 Swansea Food Poverty Network. (Anthony Richards)

Anthony Richards, Poverty and Prevention Strategy Development Manager provided a "for information" report which outlined the establishment of a Swansea Food Poverty Network.

He provided the background as to why the Network had been required, the process undertaken and information on the responses received from the members of the Network to the following 2 questions:

- 1) How the Swansea Food Poverty Network could support their work;
- 2) How the Swansea Food Poverty Network could benefit the City of Swansea.

The first meeting of the network took place remotely on 6 October 2020 and a set of priorities and actions had been identified which were outlined in the report.

The Network would meet on a monthly basis and be co-ordinated and facilitated by the Tackling Poverty Service.

The Chair thanked the Poverty and Prevention Strategy Development Manager for the update. She would circulate the report to the Local Area Co-Ordinator to consider any additional organisations / individuals to the Facebook group who could support the Network. She would also ask the Cabinet Member to ask all Councillors for similar information.

Resolved that the update be noted.

11 **Work Plan Discussion 2020-2021. (Chair)**

The Chair outlined the proposed topics for the Committee to consider during the 2020-2021 Municipal Year. Detailed discussions regarding the Work Plan followed and included:

- Poverty proofing emerging policies / programmes

Currently undertaken via Equality Impact Assessments (EIA's) in Swansea. The Committee could familiarise itself with the Council's socio-economic duty as part of the Equalities Act which had not yet been enacted via a presentation from relevant officers.
- Public Transport (Access to affordable transport/Community Transport Schemes)

Receive information from officers about the limitations with the current offer / the role of community transport in other countries / community cars (consider Reading's Redibus system & Exeter's Ring & Ride Scheme).
- Community food growing

To include garden sharing by matching those unused large gardens with those with no access for growing. Consider "Room to Grow" scheme. How shared spaces in housing developments including Housing Association spaces could be utilised.
- Credit Unions

Receive updates on action plan, etc. Promotion of credit unions and encourage people to save and manage their money.
- Benefit Uptake

Ensure work to date is completed and investigate why take-up was low. Free School Meals was discussed and an additional session on welfare rights was also required.

In addition, the Interim Head of Adult Services highlighted work linked to the recovery plan in respect of unexpected / sudden poverty. She asked if the Committee would link this in with the agreed work plan.

Resolved that

- 1) The above items form the Work Plan for 2020-2021;
- 2) A Working Group on Corporate Debt be arranged as soon as possible;
- 3) Further Working Group meetings also be timetabled.

The meeting ended at 5.11 pm

Chair

Agenda Item 4



Report of the Policy & Strategy Officer

Poverty Reduction Policy Development Committee – 23 November 2020

Community Food Growing

Purpose: To provide the Policy Development Committee with information about a Community Food Growing Scheme Policy run by Monmouthshire County Council.

Report Author: Joanne Portwood

Finance Officer: Paul Roach

Legal Officer: Craig Davies

Access to Services Officer: Rhian Millar

For Information

1. Background

1.1 The Poverty Reduction Policy Development Committee has identified the need to develop a Community Food Growing Policy.

1.2 The development of the policy will involve examining the feasibility of;

- establishing and running a scheme for garden sharing, where people who can't/won't maintain gardens can let people who want to grow veg in, and they can share produce or whatever,
- supporting food growing on appropriate council land, including a) land without development value and b) as "meanwhile use" on land pending development.

1.3 The appendices attached to this paper are information about a Community Food Growing Policy and scheme operated by Monmouthshire Council

Background papers: None.

Appendices:

Appendix 1 - Monmouthshire County Council's Community Food Growing Policy (leaflet);

Appendix 2 - Monmouthshire County Council's Proposed Community Food Growing Policy (report);

Appendix 3 - Food Growing Policy, Monmouthshire County Council.

Do you need to tell local people what you are doing?

Yes, please tell anyone who is visibly affected by the planting—set up a meeting alongside the planting area, do a bit of door knocking to let them know what's happening and why. Let your local councillor know too. We can supply the questions you need to ask and this will help later on to gauge if the scheme has grown in popularity.

Do I have to belong to a group to do it?

No, you can do it by yourself.

Can I grow anything I want?

Yes, as long as it's edible and doesn't cause a nuisance or affect visibility!

Can I put a fence up?

We would need to have a chat about this to check out visibility and access issues.



Do I have to let people take my food?

We would like the food grown to be made available to everyone even if they aren't members of your scheme, what we don't want is the land to become allotments.

Do I need insurance to do this?

Yes, you will need insurance cover but if you are affiliated to a local group you could get insurance cover through the group. That way it could be cheaper—contact us for a chat about this.

What about Health and Safety?

Always good to get advice. Try contacting the Keep Wales Tidy officer or The Federation of City Farms and Community Gardens they will probably help with some training.

Useful Contacts

Keep Wales Tidy officer

Tom Ward-Jackson
thomas.ward-jackson@keepwalestidy.org

The Federation of City Farms & Community Gardens

emma@farmgarden.org.uk

Growing the Future
gtf@gardenofwales.org.uk

Council's estate team
estates@monmouthshire.gov.uk



Monmouthshire County Council's Community Food Growing Policy





Do you want to grow vegetables, herbs or fruit but don't have space at home? Or are you still waiting for an allotment space?

Would you like to join others in Monmouthshire to use small bits of Council owned land to start growing?

Monmouthshire County Council have a policy that allows the use of small bits of council owned land to grow food on. We are doing this to support and promote the Incredible Edible movement, where groups of people get together to grow produce on easily accessible land - then the interesting bit is, the produce can be taken away freely by anyone not just those who have worked to make the produce grow.

We are the first Council in Wales to have such a policy and we want you to benefit from this. If you know a small bit of land that you wish to grow vegetables, soft fruit or herbs on let us know. If it is owned by MCC and doesn't have anything affecting its use as a growing space then we can issue a license to you.

This is already happening in Abergavenny, Caldicot, Chepstow and Monmouth where groups have got together to grow food that other people can take — becoming Incredible Edibles. There are hundreds of groups doing this throughout the world—if you want to join in just contact on us 01633 64 4844 or email alisonhoward@monmouthshire.gov.uk You will find answers to some of the questions you might be thinking overleaf.



What do you need to know?

How do I find out if it's council owned land?

Contact the council's estate team on 01633 644844 or Email: estates@monmouthshire.gov.uk.

Can I start growing on any unused land ?

We need to see the piece of land you are interested in— so we'll pay a visit to find out where it is and if there are any planning constraints on the land.

What do I do if it's not Council land?

Find out who the land owner is, you could try asking local people first, failing that try Land Registry on 0300 0060 4111 or online www.landregistry.gov.uk



REPORT

SUBJECT: Proposed Community Growing Policy

MEETING: Strong Communities Select

DATE: 23rd March 2013

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

- 1.1 To consider the first draft of the proposed Community Growing Policy which has been prepared to enable communities to use designated areas of under utilised land for the growing of food crops.

2. RECOMMENDATIONS:

- 2.1 To provide feedback on the policy as drafted and confirm in principle support for the proposed policy.

3. KEY ISSUES:

- 3.1 The Council's Sustainability Team work closely with representatives and community stakeholders to support and develop sustainability initiatives to enhance community resilience. A clear theme emerging from this work is the need to identify opportunities for communities to grow their own food.

- 3.2 The Council already provides land for allotment use, however there is more demand than supply and more flexible options need to be made available.

- 3.3 A number of schemes are already working successfully in England and the Sustainability Team has been working with the founder of the Incredible Edibles scheme in Todmorden, Calderdale in West Yorkshire to develop a similar concept in Monmouthshire.

- 3.4 The success or not of this scheme will largely depend on making the scheme user friendly with a straightforward process for both MCC as landowner and the prospective users. Therefore it is proposed that the

decision process for approving licences will be delegated to the Estates & Sustainability Manager, following consultation with the ward member.

4. REASONS:

- 4.1 The policy as drafted needs to be subject to further scrutiny from members of the public and stakeholder groups, which may result in changes to the process to make it more accessible to community users.

- 4.2 The policy does not intend to create additional allotments, instead it will highlight areas of land where community growing will be actively encouraged on the basis that the area is a community resource and not that of individuals. Crops can be cultivated and harvested by anybody and those wishing to use the land must do so on this basis.
- 4.3 The Council will not police this land or manage the growing areas, instead licences will be granted to community groups who will undertake this stewardship role.
- 4.4 The Council will actively discourage guerilla gardening (where communities/individuals cultivate land without the landowners knowledge or consent).

5. RESOURCE IMPLICATIONS:

It is not intended to charge a fee for the licence agreements, therefore there will be no income for the Council, however there will be opportunities to reduce grass cutting contracts when community growing spaces have been identified.

Each party will be responsible for their own costs in the preparation of the licence agreements.

6. CONSULTEES:

An initial meeting has been undertaken with interested stakeholders to understand what they need and how they would like to see the policy working.

The draft policy has been prepared on the basis of this session, however further consultation will need to be undertaken before it is finalised and progressed to Cabinet.

7. BACKGROUND PAPERS:

None

8. AUTHORS:

Debra Hill-Howells
Ben Winstanley

Estates & Sustainability Manager
Sustainability Surveyor

9. CONTACT DETAILS:

Tel: 01633 644281 or 07775851405
email: debrahill-howells@monmouthshire.gov.uk

Tel: 01633 644965 or 07876 137450
Email: benwinstanley@monmouthshire.gov.uk

Community Growing Policy**1. The need for the policy**

There is a growing demand for the Council to make underutilised land in its ownership available for the community to grow food. This demand has been created through the lack of available allotment space, prevailing economic conditions and the need to develop more resilient communities.

The Council wishes to support this demand but has to do it in a structured way having regard to legislative constraints. This policy aims to provide a simple process for both the Council acting as landowner and the applicant. It is not intended to deal with applications for large areas of land as these will be directed through the usual disposal process. Instead this policy is meant to provide direction for areas of land to be used for the cultivation of food crops which are less than 0.25 acres and which do not form part of the highways verge.

2. Process

2.1 It is intended that the identification of land and generating community support will be led by the applicant. A leaflet will be produced which will explain which land will be eligible, how applications can be made and how / when they will be determined.

2.2 A key criteria of the policy is that the growing land must be a community initiative that benefits more than one household (so that it does not become a substitute allotment plot). Crops grown on the land will be available for any community member to harvest, regardless of whether they are involved in the scheme or have had any involvement in the cultivation of the crops.

2.3 It will be the responsibility of the applicant to identify an area of land that they consider a suitable site and location for the cultivation of community food crops. To be eligible for this scheme the land proposed must be owned by the Council and cannot be one of the following:

Village Green

Common Land

Highways verge or part of the Highways visibility splay

Larger than 0.25 acres

Cemetery Land

Part of a School Site

Development land

Deemed unsuitable by Monmouthshire County Council

Community Growing Policy

Annex 1 AGENDA ITEM 7

- 2.4 If the land does not fall within any of the above exemptions then the next step would be to generate local community support as the application will need to be made in the name of at least two households wishing to use this site. The applicant will need to keep the details of who they have consulted with as these will be needed in the application form. If the land adjoins any boundary walls the applicant will need to advise the adjoining landowner of their proposal as they will need to ensure that any proposed scheme retains an area of land for the property owner to access the land to undertake maintenance works.
- 2.5 A checklist will be provided which will help the applicant assess the suitability of the proposed land. It will be the applicants responsibility to undertake any additional checks e.g. for ground contamination and where known we have provided details on how to access specialist information via the checklist pro-forma (See Appendix 1)
- 2.6 When the applicant is satisfied that the land is suitable and the proposed scheme involves more than two households wishing to utilise the land an application should be submitted using the prepared application form which will be available electronically and in hard copy, (See Appendix 2). The applications will be managed by a nominated officer within the Councils Sustainability Team and the details of this officer can be found on the application form and the Council's website or alternatively contact the Sustainability Team on 01633 644417.
- 2.7 The application form will require the applicant to provide the following detail:
- Scheme Name and contact details of the scheme sponsor.
 - Names & Contact details of the householders who wish to take part
 - Address, description and approximate size of the proposed site
 - A photograph and map if possible
 - Current use of the land
 - Details on local residents that have consulted (regardless of whether they have agreed to be a member of the scheme)
 - Details of any consultation undertaken with specialists e.g. Bio-diversity officer
- 2.8 When the application has been received by the nominated officer, they will contact the applicant via e-mail (or by letter if they do not have access to an e-mail account) acknowledging that we have received the application and will advise if any further detail is required. We will aim to deal with all applications within 8 weeks of all the information being received.
- 2.9 When we have received the application we will contact the local Ward member and seek their views on your proposal and we will also contact any other internal departments that have an interest in the management of this land. If no objections are received a report will be prepared for the consideration of the Estates & Sustainability Manager seeking approval to enter into a licence agreement with the scheme users.
- 2.10 If the consultation results in the land being identified as unsuitable for the proposed use, the land falls within one of the categories exempt from this scheme (see 2.3) or there is an operational requirement for the land the application will be declined.

3. What happens after approval for the scheme is granted.

- 3.1 If the Estates & Sustainability Manager provides consent for the application to proceed the applicant(s) will be required to enter into a licence agreement with the Council before they can commence cultivation of the land.
- 3.2 The licence agreement will be a rolling annual agreement. The licence will be automatically renewed if the scheme is adhering to the terms of the agreement and the land is not required for an alternative use. The nominated Sustainability Officer will visit the scheme at least once during the year to ensure that it is being cultivated in accordance with the licence agreement and is not creating a nuisance for adjacent land owners.
- 3.3 The licence agreement will be a standard document which will contain the following principle terms:
- The applicant and scheme members will be responsible for the management of the scheme.
 - There will be a break clause which can be exercised by either party upon 3 months' notice.
 - The use of the land will be restricted to the growing of food crops only.
 - No structures can be erected on the land.
 - Should the scheme members wish to erect fencing they will need to obtain the Council's prior written consent.
 - The scheme members will be responsible for ensuring that they implement a suitable health and safety policy and ensuring the safety of scheme members.
 - Any public rights of way through the land will need to be kept clear and free of any barriers.
- 3.4 The applicant will be responsible for indemnifying the Council from any claims arising out of the applicant's use of the land up to a sum of £2,000,000. Further advice on this can be provided by the Council's insurance section.
- 3.5 The Council and the applicant will pay their own costs in the preparation of the licence agreement.

4. Measuring the Success of the Community Growing Policy

- 4.1 The purpose of this policy is to encourage communities to join together and cultivate areas of land that are currently under-utilised. We will need to monitor the success of this policy and to enable us to do this we will be contacting the Scheme promoter each year to confirm the details of the members of their scheme. This will enable us to establish the level of take up and how many households have benefited from this policy.
- 4.2 We will also review at the end of each year any feedback on the operation of the policy and opportunities to improve or broaden it.

Appendix 1 – Proposed Checklist

Before applying to take on a community growing scheme applicants are encouraged to consider the following checklist:

Activity	How	Evidence Needed
Identify an area of land that you would like to use as a community growing scheme	Look around your neighbourhood and find areas of land that you consider to be underutilised and in a good location for members of the community to access. You can check whether the land is owned by Monmouthshire County Council by calling 01633 644867 or email estates@monmouthshire.gov.uk	Take photographs of the land to attach to the application form. Find an address of the land and take approximate measurements. Draw a map or obtain a map that shows the area of land that you wish to use.
Is the area of land eligible to be used for the Community Growing Scheme	The following are excluded from the scheme: Registered village greens, common land, highways verge, highways visibility splay, cemeteries, school playing fields, areas larger than 0.25.	None, the Sustainability Team will undertake an independent assessment when processing your application.
Consult with local residents to establish if they would like to be involved in the community growing project	Visit neighbours and discuss your proposal with them, hold a meeting or produce some leaflets.	Keep the details of the people that you have visited or talked to and record whether they wish to be involved – you will need this for the application form.
Does the land adjoin any boundary walls or houses?	If the answer is yes you will need to make sure that the owner of the wall can still access their property to undertake maintenance so keep a gap between your scheme and the wall, and do not grow anything in this gap.	Highlight on your map the boundary wall and the gap that you have created. If you have spoken to the owner of the wall please provide details.
Is the land suitable for growing?	If you are worried about ground contamination please call Environmental Health on 01633 645449. If you want advice on bio-diversity please call 01633 644684. For details on rights of way please call 01633 644860. For advice on any trees on your proposed site please contact the Councils Tree Officer on 01633 644433. The Councils Commons Land Register can be viewed at County Hall, Usk	Keep a record of any calls that you make and who you have spoken to so that this can be included on your application form.

Community Growing Policy
Appendix 2 – Draft Application Form

Name of scheme

Scheme sponsor
Address
Tel Number
Email Address

- **Name and contact details of individual who wish to take part**

Name	Contact Details

- **Address, description and approximate size of the proposed site**

--

- **Please attach photograph and map if possible**

- Please describe current use of land

- Details on local residents that have been consulted (regardless of whether they have agreed to be a member of the scheme)

Name	Address	Date consulted

- Are you aware of any objections to your proposal as a result of discussions with local residents

If no, move on to the next question

If yes please provide details, if known, of the objection

- Does the land adjoin a boundary wall or a property?

If no, move to next question, if yes please provide following details

Have you consulted the owner of the wall or adjoin property?	Yes	No
Please explain how you intend to preserve a gap for		

maintenance of the wall/ property	
--	--

- **Details of any consultation undertaken with specialists e.g. Bio-diversity officer**

Name	Specialism	Result

Once you have read the attached checklist and are happy that you have provided all the required information please forward it onto -

Monmouthshire County Council

Estates and Sustainability Officer

FAO Sustainability Community Officer

@Innovation House

Wales1

Magor

NP26 3DG

Once we have received the application form and checked the application against the set criteria for a licence to be granted we aim to reply to you by 8 weeks from the date of receipt.

Many thanks for taking the time to complete this application form.

Agenda Item 5



Report of the Chair

Poverty Reduction Policy Development Committee – 23 November 2020

Work Plan 2020-2021

Date of meeting	Agenda items and Format
26/10/20	<ul style="list-style-type: none">• Terms of Reference. (For Information)• Co-option of Andrew Davies• Dates and Times of Future Meetings. (Discussion)• Presentation - Policies Under Development Update. (Jo Portwood)• Swansea Food Poverty Network. (Anthony Richards)• Work Plan Discussion 2020-2021. (Chair)
23/11/20	<ul style="list-style-type: none">• Discussion - Community Food Growing. <p style="text-align: center;">Topics</p>
	<ul style="list-style-type: none">• Poverty proofing emerging policies / programmes• Public Transport (Access to affordable transport/Community Transport Schemes)• Credit Unions• Benefit Uptake• Unexpected / sudden poverty• Green Fairness Policy• Corporate Debt Policy• Promoting Affordable Credit Policy