

**GROUNDWORK CAERPHILLY**  
**(A Company Limited by Guarantee –**  
**Registered Number 2501792)**

**Charity Registration Number 1006811**

**Annual Report**  
**For the year ended 31 March 2004**



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**Annual Report  
For the year ended 31<sup>st</sup> March 2004**

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## **Groundwork Caerphilly**

### **Members, Directors and Advisors**

#### **Board of Directors**

##### **Chairman**

Mr L K L Williams

#### **Board Advisors**

Ms S Price (Groundwork Wales)  
Mr P Jayne (Caerphilly County  
Borough Council)

#### **Executive Director**

Mr N Forster

#### **Other Board Members**

Mr R H Cooke (Vice Chairman)  
Mr M Bridgman (Gwent Association of Voluntary Organisations)  
Councillor C P Mann (Caerphilly County Borough Council)  
Councillor K Viney (Caerphilly County Borough Council)  
Councillor M H Newman (Caerphilly County Borough Council)  
Councillor J A Pritchard (Caerphilly County Borough Council)  
Councillor S Jenkins (Caerphilly County Borough Council)  
Mrs J Mabey  
Mr G Davies (Davies & Hext)

#### **Secretary & Registered Office**

Mr P G Davy  
Mynyddislwyn Offices  
Bryn Road  
Pontllanfraith  
Blackwood  
Gwent  
NP12 2BH

#### **Registered Auditors**

Arthur Gait & Company  
18 Gold Tops  
Newport  
  
NP20 5WJ

#### **Registered Number**

2501792

#### **Bankers**

HSBC Plc  
High Street  
Newbridge

Lloyds TSB Plc  
High Street  
Rhymney



**Report of the directors  
For the year ended 31<sup>st</sup> March 2004**

The directors present their annual report with the accounts of the Company for the year ended 31<sup>st</sup> March 2004.

**PRINCIPAL ACTIVITIES**

The Trust is a registered charity and a company limited by guarantee and is governed by its Memorandum and Articles of Association.

Groundwork is a leading UK wide environmental partnership organisation which consists of the UK Federation of 49 independent Trusts, which form part of the national Groundwork network, supported by Groundwork UK.

Groundwork's national network mission is 'to build sustainable communities through joint environmental action'.

In Wales, Groundwork Caerphilly is currently part of a regional network of 4 Trusts and is a full member of Groundwork Wales, which supply the Trusts in Wales, and is responsible for developing the Groundwork network in Wales.

Groundwork Caerphilly's mission is '*to bring about the social, environmental and economic regeneration of Caerphilly County Borough, in partnership with the local authority, local communities, voluntary sector and business.*'

The Trust has the following charitable objectives:-

- a) To promote the conservation, protection and improvement of the physical and natural environment.
- b) To provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for those living, working and visiting in the area.
- c) To advance public education in environmental matters and in the ways of better conserving, protecting and improving the environment.

Groundwork's approach has been to develop and implement programmes that concentrate on four key areas:

<b>People</b>	<i>creating opportunities for people to learn new skills and take local action</i>
<b>Place</b>	<i>creating better, safer and healthier neighbourhoods</i>
<b>Prosperity</b>	<i>helping businesses and individuals fulfil their potential</i>
<b>Partnerships</b>	<i>building communities through joint action</i>

**Report of the directors  
For the year ended 31<sup>st</sup> March 2004 Continued****DIRECTORS AND MEMBERS**

The directors and members as at 31<sup>st</sup> March 2004 are set out on page 1.

**DIRECTORS RESPONSIBILITIES**

Company law requires the directors to prepare accounts for each financial year, which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those accounts, the directors are required to:-

1. Select suitable accounting policies and then apply them consistently.
2. Make judgements and estimates that are reasonable and prudent.
3. Follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts.
4. Prepare the accounts on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The directors are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safe guarding the assets of the company hence for taking responsible steps to prevention and detection of fraud and other irregularities.

**REVIEW OF BUSINESS AND FUTURE DEVELOPMENTS**

The Trust was incorporated as a company on 14<sup>th</sup> May 1990 and registered as a charity (Charity No. 1006811) with the Charity Commissioners on 13<sup>th</sup> December 1991.

The Trust's area of operation now includes the whole of Caerphilly County Borough.

The fourteenth financial year for the Trust ended on 31<sup>st</sup> March 2004 and once again the Trust has continued to further develop and expand its key programmes as part of a strategic approach to the environmental regeneration of Caerphilly County Borough.

The Trust has continued to further develop and consolidate its strategic role in partnership with the Welsh Assembly Government, Local Authority, local communities, voluntary and private sectors in order to bring about sustainable environmental improvements related to local needs and opportunities.

The operating surplus for the year amounted to £325,067 (2002/2003 £471,967) of this amount £265,786 was a surplus on restricted funds, which have been transferred to unrestricted funds because the restriction of the funders had been met.

## Groundwork Caerphilly

### Report of the directors

### For the year ended 31<sup>st</sup> March 2004 Continued

The results for the year are set out on page 27 of the Financial Statements.

The operating surplus for the year are unrestricted funds which are used to provide the necessary cash flow for the Trusts and projects funded on a retrospective basis, to cover running costs, until earned income is certified from measurable stages of work and to provide Trust and project development funding.

## KEY ACHIEVEMENTS IN THE 2003/2004 YEAR

### GENERAL OVERVIEW

- In 2003-04 the Trust has undergone significant internal changes designed to improve its effectiveness in development and delivery of programmes, co-ordination with partner activities, quality control and monitoring and reporting. In addition, the following achievements and developments are of particular note:
- Expansion of Kerbside and Creative Play initiatives based at the Community Furniture Enterprise
- Promotion of the role & value of environmental action in achieving social inclusion and capacity building through the Trusts key 'People' programmes of Sustainable Communities (Community Environmental Network and Sustainable Estates & Mining Villages), Education for Sustainable Development and the Youth Environment programme
- 'Community Space' development initially through Parc Penallta and Cefn Fforest Eco Park and now being developed in other areas
- Development of our role in community regeneration (specifically in the Communities First initiative through the Communities First Support Network)
- Development of the Creative Play Resource, Green Dragon for Schools and other ways of linking education with business and the social economy
- Development of an Internal Organisational Strategy and Business Plan including:
  - *Organisational restructuring*
  - *Internal communications strategy*
  - *Initiation of External Communications & Marketing strategy*
  - *Comprehensive policy review*
  - *Learning and development plan (included achievement of IIP accreditation)*
  - *New Business & Financial Management Systems*
  - *Governance changes including setting up of sub-committees*

In meeting this need, the Trust has also seen growth in staffing levels, from 35 to 40 during the last year, particularly in its Community and Sustainable Development teams and through development of the new initiatives at the Community Furniture Enterprise. The level of project activity and turnover of funding has not been as high as anticipated due to the extension of deadlines of a number of ERDF supported programmes, with the consequential delay in commencing new programmes, and to a less than anticipated unsecured income target being achieved.



## Groundwork Caerphilly

### Report of the directors

### For the year ended 31<sup>st</sup> March 2004 Continued

#### PEOPLE OVERVIEW AND KEY ACHIEVEMENTS

In 2003-04 we have expanded our 'People' based work, with an increase in officers working on the ground bringing direct support to local communities. Capacity building through environmental action is fundamental to the Community Environmental Network programme, supporting groups and individuals and providing capacity building opportunities through a range of initiatives linked to the environment. The Trust has also supported a wide cross-section of local communities in the County Borough through the youth, environmental education and training programmes. The main achievements are as follows:

- An increase in resources to contribute to the local community regeneration agenda; in the Caerphilly Community Strategy, Communities First and other local community partnerships. A Communities First Environmental Co-ordinator has been appointed to develop, promote and deliver its programmes within Communities First
- The Trust has completed a number of pilot Community Audits at Gilfach and Bargoed to support the development of the Communities First Action Plans. It is hoped that further studies will follow for other areas
- Appointment of a Learning and Development Manager and Sustainable Development Team Leader to initiate a 'Learning and Development' strategy further develop and co-ordinate the Trust's work in skills development through environmental action and awareness raising of Sustainable Development. Also appointment of a Sustainable Development Officer to lead on research and development in this area
- The ERDF funded Community Environmental Network programme is completing its final year and a wide range of local communities have benefited from environmental projects and other community environmental initiatives as a result of this programme
- The Trust has also responded to Welsh Assembly Government led opportunities arising through its Education for Sustainable Development, OCN Training and Youth Environment programmes and now has dedicated officers delivering these programmes. In addition, the Trust is supporting the development of Basic Skills through partnership with education & training providers
- The Trust is supporting the local Healthy Living agenda through health awareness and environmental projects and is a partner in the development of Healthy Living Centres in Caerphilly County Borough.

## Groundwork Caerphilly

### Report of the directors

For the year ended 31<sup>st</sup> March 2004 Continued

#### PLACES OVERVIEW AND KEY ACHIEVEMENTS

While the Trust has continued to reflect local and national priorities and move towards building sustainable communities through a broad based environmental agenda, it has continued to meet the expectation of and need for physical environmental change through a diverse range of programmes that contribute to social and economic change. The main achievements are as follows:

- The Sustainable Estates and Former Mining Communities programme has continued to focus on building sustainable communities through community led physical environmental change. While the existing ERDF programme is nearing completion, community led environmental strategies have continued to be developed for other estates throughout the County Borough and these will be used as the basis for regeneration work in other areas including those included within the proposed new ERDF programme, due to commence in summer 2004. The current ERDF programme is progressing well and will be completed by 30<sup>th</sup> June 2004. The Trust has continued to employ a dedicated officer to support this programme
- Development of the Community Spaces programme, including the appointment of a Community Spaces Team Leader, which under this plan, encompasses Parc Penallta and Cefn Fforest Ecopark in recognition of the shared objectives of all projects in which public open space is utilised as a means of engaging communities. Parc Penallta is nearing the completion of the current ERDF programme that has seen significant advances in its infrastructure, as an events venue and as a centre for environmental art in the area. The Trust is currently reviewing its role in the future development Cefn Fforest Ecopark following the completion of the term of funding for the co-ordinators post
- Continuation of the 'Heart of the Communities' programme focusing on strategic village centre improvements designed to revitalise the heart of local communities. This includes development of a further phase of the Aber Valley Regeneration programme, projects at Gelligaer and Gilfach Bargoed through ERDF funding and a village centre regeneration study for Crosskeys, to be used as a basis for an implementation programme
- Development of the Trusts work in Local Tourism, including participation in the Loops and Links projects, for which we have prepared a comprehensive study, and in the Herian initiative, jointly with the other Trusts in South Wales.

#### PROSPERITY OVERVIEW AND KEY ACHIEVEMENTS

There have been significant developments in the Trust's 'prosperity' work in 2003-04, in improving the environmental performance of local businesses through the EBS programme, and supporting the development of the social economy through the Community Furniture Enterprise. Key achievements include:

- The creation of a managerial post specifically to develop and promote Social Enterprise in the County Borough and beyond



## Groundwork Caerphilly

### Report of the directors

### For the year ended 31<sup>st</sup> March 2004 Continued

- The expansion of the Kerbside Recycling Service to cover an additional 8000 households and based at the Community Furniture Enterprise, has established the Trust as a lead organisation in recycling and reuse initiatives in Caerphilly County Borough and in making a significant contribution to achieving local targets included in the Wales Waste Strategy
- The expansion of the Creative Play Resource Centre, also based at the Community Furniture Enterprise, with the employment of a dedicated officer to develop the public's awareness of the resources available and the purchase of a Box trailer to provide outreach sales at community centres and other locations
- Further development of the Intermediate Labour Market 'pilot' programme, initially based at the CFE, but intended to integrate with other Trust programmes during the coming year
- The Environmental Business Services programme has continued its Environmental Innovation and Competitiveness programme, specifically providing consultancy support to companies to achieve an appropriate level of the Green Dragon standard and in continuing the WDA supported Brightsite programme in targeting priority industrial estates. The existing ERDF programme has been completed and the new 3-year programme commenced on 1<sup>st</sup> March 2004
- Completion of the Phase 2 Feasibility Study on the former Penallta Bath House. This study concluded that the project was not a viable business proposition for the Trust, in terms of both the capital investment required and the revenues the building was likely to generate. The Trust is currently discussing alternatives.

### PROGRAMME KEY ACHIEVEMENTS 2003/2004

#### PEOPLE

Groundwork Caerphilly's vision for its 'People' programmes is

***'to bring lasting benefits to local people, their environment and economy, by supporting all members of communities in bringing about positive changes for themselves, in order to raise self-esteem and foster local pride'.***

The Trust's Community Team work with communities to encourage a sense of ownership of their local environment, assisting the regeneration process through involvement and capacity building, increasing the confidence of both individuals and communities. We assist with planning, design and implementation of the regeneration projects that the communities have chosen themselves, in order to foster local pride. These projects aim to address environmental issues as well as to contribute to tackling social and economic issues through participation and engagement.

Groundwork Caerphilly also works to support the young people of the County Borough through our Youth Environment Initiative and Education and Training programmes, to reconnect them with their local area, broaden environmental awareness, encourage interaction with other sectors of the community and promote active citizenship.

## Groundwork Caerphilly

### Report of the directors

### For the year ended 31<sup>st</sup> March 2004 Continued

The Trust will continue to develop its capacity to deliver its 'People' priorities in order to maximise benefit amongst local communities and address a continuing need to ensure effective and sustainable participation of local communities in the regeneration process. While there will remain a fundamental link to the Trust's physical regeneration work, a key emphasis will be to integrate our 'people' work in the wider sustainable development agenda and contribute to social and economic regeneration through education, training and 'people' development work.

#### 1. Community Environmental Network

The programme focuses on capacity building through environmental action by empowering local people and supporting the networking of community groups, participating in practical environmental projects, undertaking physical regeneration work (a particular focus of the Sustainable Estates and Former Mining Communities programme), allowing people to share ideas, best practice, experiences and skills, and increasing confidence and self-esteem.

The Community Environmental Network aims to facilitate community regeneration and participation in sustainable development, support community and voluntary sector involvement in local partnerships and in developing and managing environmental improvements at a local level.

The programme, which is now in its third year, is supported by Objective 1 programme funding which helps deliver initiatives in Objective 1 Priority 3 areas and Communities First in 19 areas throughout the County Borough.

As the Communities First partnerships develop, the Community Environmental Network will play a key part in supporting the delivery of the Environmental theme of the Local Action Plans. The programme will also support 'grassroots' community groups and organisations, both within and outside Communities First areas.

The programme is divided into four geographical areas, in line with the officers who deliver the programme across the Borough:

- 1. Upper Rhymney Valley**
- 2. Greater Bargoed and Mid Valleys West**
- 3. Mid-Valleys East and Lower Islwyn**
- 4. Caerphilly Basin and Aber Valley**

These officers are supported by the Communities First Environmental Co-ordinator in Communities First areas. This post is funded by the Communities First Support Network through Groundwork Wales.

#### Programme Activity

##### Upper Rhymney Valley and Greater Bargoed key achievements in 2003-04:

- School St Community Garden project – community-led landscaping project improving an area that was previously used as a dump into a pleasant greened area that the community can use and value, at School St Tirphil
- Gilfach willow project – willow fence planted on the Gilfach estate adjacent to the old nursery building, which can be weaved into a living fence in years to come
- Rhymney music festival – help organise a community music festival Phillipstown Junior School seed planting workshop – to organise a seed and pot-making workshop for the school children at Phillipstown

## Groundwork Caerphilly

### Report of the directors

### For the year ended 31<sup>st</sup> March 2004 Continued

- Elliot colliery bulb planting event – bulb planting with Elliot's Town Primary school children
- Pontlottyn family centre action day – to run two days of environmental/art activities at the centre for the local youth in the area
- Rhymney Community Story – this project has been a partnership between local residents, Groundwork Caerphilly, Tantrwm and CCBC, which has produced a video of community life in the Rhymney area
- New Tredegar Exhibition and Bargoed Exhibition – organised by CCBC, these exhibitions were visited by many local residents.

#### **Mid Valleys East, Mid Valleys West and Lower Islwyn key achievements in 2003-2004:**

- Cefn Hengoed Youth Centre – The Official Launch of the Cefn Hengoed Youth Club Access Ramp took place on Saturday 27<sup>th</sup> March. Cefn Hengoed Youth Centre has been allocated funds through Barclays SiteSavers. The aim of the project was to address an access issue at the Youth Centre facilities in Cefn Hengoed. The centre has a playing field, children's playground and Multi Use Games Area (MUGA) facility on a site adjacent to the Youth Centre building. The access to these facilities was via a steep flight of steps that were in a poor state of repair and suffered from a lack of safe or secure handrail. The improvement was completed in the summer of 2003 and has meant that everyone in the community is able to access the facilities, this has also ensured that disabled people, and people with pushchairs are now able to make full use of the site
- Consultation has taken place with residents in Gelligaer regarding major environmental improvements to the village centre. This is part of the Sustainable Estates programme. The village square development project is out to tender in April and is due to complete by the end of June 2004
- Abercarn Community Woodland – this project is being run in partnership with the West End Residents' Association, Abercarn, to improve a picnic area, as part of the Barclays SiteSaver programme. A Woodland Action day took place in the woodlands in March 2004. Over 60 children from Abercarn Junior School took part in the traditional skills activities of willow weaving and bodging (working with green wood) and a guided environmental walk round the woodlands
- Ty Sign Environmental Strategy – a community consultation has been conducted in partnership with Ty Sign and Local Communities Partnership and a resulting environmental strategy has been drawn up. Projects proposed as a result of this include a youth skateboard park area
- Cwmcarn Community Walk – Groundwork has supported Cwmcarn and Abercarn Sports and Social Group in applying for a successful Key Fund application to construct a bridge to make the walk more accessible to local residents.

#### **Caerphilly Basin and Aber Valley key achievements in 2003-04:**

- Working with the Graig Y Rhacca Environment and Conservation Group, the Graig Y Rhacca garden improvements project is ongoing and will improve 17 residential gardens during the first phase. Anticipate completion of this phase is June 04
- CEN officer created an Environmental Sub-group of the Lansbury Communities First Partnership to identify and progress environmental projects within the local area. The sub group identified and helped provide the scope for the Lansbury Roundabouts Improvement Scheme. This scheme is now underway, it has been split into two phases, and with the support of the Lansbury Communities First Environmental Sub Group, the first of which is anticipated for completion by end of May 04

## Groundwork Caerphilly

### Report of the directors

### For the year ended 31<sup>st</sup> March 2004 Continued

- Community Education Resource project saw the donation of PC equipment and Broadband internet access to the Graig Y Rhacca Environment and Conservation Group and the donation of PC equipment to the Lansbury Park Healthy Living Centre to promote and support ICT within these deprived communities
- Woodland Action Days were held in March 04 to promote awareness of Traditional Skills and Woodland Management. 3 local schools were involved with approximately 157 children taking part in activities such as bird box making, willow sculptures, planters and latticework fences, planting of woodland plants as well as being given a chainsaw display
- The official launch of the Multi Use Games Area and surrounding wetland improvement works completed at Lansbury Park was held on the 29<sup>th</sup> Sept 03 where Groundwork CEN Officers provided Face painting and Willow sculpture workshops for the local youth and residents to participate
- In collaboration with the Aber Valley Communities First Partnership a website was designed and created to allow the partnership and members of the partnership to promote their events and achievements
- The Kingsley Place project is ongoing and aims to reclaim an unused overgrown area of land and open it up for community use. A Design workshop has already taken place with SYDIC (Senghenydd Youth Drop In Centre) and the Aber Valley Youth Forum to create a draft design for the improvements to this area. Pending community approval through consultation, this project is anticipated for completion by end Sept 04
- Windsor Colliery Memorial Garden project design has gone out to tender and a contractor has been identified. The Ground works for this project are anticipated to commence June 04 with completion by Dec 04.

## 2. Education and Training

The Trust links education and training to the wider lifelong learning issues of social and economic regeneration at local, national and global levels by working with schools, colleges, community groups, the voluntary and community sectors and local businesses. We promote and encourage awareness and understanding of active citizenship and sustainable development and encourage and promote skills development and training through integration with other Trust programmes by following an holistic approach to the regeneration of 'People, Places and Prosperity' through these national and local multi-sectoral partnerships.

The Trust will also work closely with Caerphilly County's 16 Communities First and other local partnerships through its new Environmental Skills programme. This will build communities' environmental capacity through raising awareness and understanding of sustainable development within local businesses, the voluntary and community sectors, schools and colleges through projects and partnerships that demonstrate best practice and principles.

Groundwork Caerphilly also makes a significant contribution to delivering education for sustainable development by integrating work with schools into broader strategies for community regeneration. The Trust represents Groundwork Wales on the Welsh Assembly Government's ESD Advisory Panel sub-group on teacher training. The Trust co-ordinates the Woodlands for Learning Forum for the Welsh Assembly Government's Woodland Forum. It has actively participated in the development and delivery of the National Assembly for Wales's Sustainable Development Scheme.



## **Report of the directors**

### **For the year ended 31<sup>st</sup> March 2004 Continued**

#### **Key Achievements in 2003/2004**

- Crucial Crew – an awareness-raising programme for all Year 6 pupils from the Caerphilly Borough, was held over four weeks during January and February 2003. Sessions covering issues such as sustainable use of the natural environment, waste minimisation and community safety engaged over 2,500 children
- Lewis Girls School – school grounds landscape projects developed by the pupils of the school
- Organised an Inset-training day for teachers on maintenance of school grounds projects and a training session on maintenance of school grounds projects for the Woodlands for Learning Conference
- Increased school and business activities in Greenlinks projects by one business and one additional school: Lewis School and Ysgol Gyfun Cwm Rhymni with Wiltshier FM Services; Pontllanfraith Comprehensive with Unilever Bestfoods; Rhymney Comprehensive with Williams Medical Services
- Delivered a heritage project with Lewis Girls School and developed links with further schools to address heritage and global citizenship
- Highlighted the Trust's activities in promotions such as Big Cheese, Make A Difference Day, CCBC's Biodiversity Action Plan launch, CCBC's Sustainable Development Strategy Launch, and Woodlands for Learning Conference. Leaflets and information boards also produced to increase awareness
- Participated in three national campaigns for environmental awareness: Make A Difference Day, Local Biodiversity Action Plans and National Tree Week
- Helped to develop three key trust projects – Community Furniture Enterprise, Cefn Fforest Ecopark and Parc Penallta as educational resources in the communities of Rhymney and Hengoed
- Established the Trust's involvement with the Forest School Wales Association
- Founder member of a new Forest Education Initiative Cluster Group: Duffryn Newport.

#### **Training**

Groundwork Caerphilly will offer approved training that matches assessment methods to individual needs and enables people to attain an appropriate competence level. The record of achievement will help when applying for employment, furthering education, or in developing as a member of the community.

Training is available in many topics that are applicable to many Trust activities and will be especially beneficial in meeting capacity building and skill building targets in the Community First and other areas.

Groundwork Caerphilly will incorporate appropriate skills development into the projects that it undertakes in the community, and will deliver the skills development through a variety of ways, including external organisations, partner organisations and its own employees. Skills development is central to all our programmes, and is a key element in assisting communities and individuals in their development socially and economically.

#### **Key Achievements in 2003/2004**

- Establishment of a small programme of OCN units as a pilot project.
- Completion of two pilot OCN programmes.
- Completion of a Basic Skills pilot programme.
- Completion of OCN Internal Moderator training and Tutor/Assessor training by relevant members of staff.

## Groundwork Caerphilly

### Report of the directors

For the year ended 31<sup>st</sup> March 2004 Continued

#### 3. Youth Environment

The Youth Environment Programme is an ambitious youth project, working in partnership with local youth organisations, to encourage young people in the communities of Caerphilly to fully participate in shaping their lives and influencing local decision-making. Groundwork Caerphilly has long established relationships with many local youth clubs and organisations throughout the County Borough, and realises the importance of maintaining strong working links with its partners.

The Programme specifically delivers effective youth work with young people aged 11 to 25 and promotes a policy of inclusion and encouraging participation. The Programme operates on a County wide basis, working in all Community Plan areas and especially Communities First areas.

The Youth Environment Project receives Cymorth funding from the Welsh Assembly Government and fits into 4 of the 6 Cymorth themes. These are:

- Health promotion
- Play, leisure and enrichment
- Empowerment, participation and active citizenship
- Training, mentoring and information

In addition to this the projects link to Caerphilly County Borough Council's Community Strategy, Beacon Projects and the Young People's Partnership Delivery Plan. The Youth Environment Programme operates using the Curriculum Statement for Wales as a guiding principle. This states that the purpose of Youth Work is that it is educative, participative, empowering and expressive. The project also follows the Welsh Assembly Government policy of Extending Entitlement, where every young person in Wales had the right to 10 basic entitlements. Groundwork Caerphilly's Youth Environment Programme in partnership with other Youth Service providers fulfils these entitlements.

The Programme offers a selection of environmentally themed activities such as Youth Environmental Clubs, conservation and practical environmental work linked to Alternative Curriculum projects, holiday and summer scheme provision and youth consultations.

#### Key Achievements in 2003/2004

- Involved 17 Youth Groups in the Youth Environment Programmes
- 476 person days recorded for young people's involvement in project
- 1 job safeguarded (Youth Environment Team Leader)
- 11 projects progressed
- 105 practical environmental project sessions
- 19 work experience placements undertaken
- 133 young people participating in local decision making in Groundwork projects
- 6 environmental projects managed by young people
- 18 citizenship activities undertaken
- 322 young people participating in Groundwork's Youth Environment Programme

## Groundwork Caerphilly

### Report of the directors For the year ended 31<sup>st</sup> March 2004 Continued

#### PLACES

Groundwork Caerphilly's vision for its 'Places' work is

***'Working with partners to create better, safer, healthier and more sustainable communities by enhancing the areas where people want to live, work and spend their leisure time'.***

An overriding principle of the Trust's 'Places' work is that it clearly demonstrates how environmental change contributes to wider regeneration priorities such as economic regeneration, healthy living, crime reduction, social provision and education as well as contributing directly to regeneration of the physical environment.

The Trust recognises that its track record in achieving physical environmental regeneration is the basis on which its historic reputation has been established and that it remains a key expectation of stakeholders. We shall therefore continue to develop this work both in quality and geographical coverage and seek to secure the financial resources required to build and sustain the programme. We shall also continue to play a key role in promoting sustainable development and seek innovative solutions to environmental regeneration.

#### 1. Parc Penallta and Community Parks Programme

Penallta Community Park is a major partnership project, initiated in 1996, between Groundwork, Caerphilly County Borough Council and the local communities, to regenerate the 180 hectares of land surrounding the former Penallta Colliery by creating a 'Community Park'. It was subsequently included within the Groundwork 'Changing Places' Millennium programme. The aims of this partnership were to: develop a recreational landscape, restore the areas devastated by the coal industry, protect and manage existing habitats, provide a major network of community access routes and undertake community led environmental regeneration projects within each of the seven former mining villages surrounding the former colliery.

Funding through the ERDF Objective 1 programme continued during 2003/2004 funding the development of the park as a regionally important site for tourism based on the themes of environmental art, local heritage and community identity. The Trust has continued to develop the facilities and attractions within the Park and to promote its use as a major recreational and educational resource and has begun to establish a regional events led strategy to attract visitors to the Park.

#### Key Achievements in 2003/2004

Implementation of an events strategy, incorporating a wide range of events to involve local communities and attract visitors from further afield, thereby raising the profile of the park

- Development of an education programme targeted at primary schools in the communities surrounding the park
- Development and installation of art features and signage on the site
- Environmental improvements undertaken with volunteers from The Prince's Trust, Cardiff Conservation Volunteers, Youth Offending Team and St Ilan's Comprehensive School

## Groundwork Caerphilly

### Report of the directors

### For the year ended 31<sup>st</sup> March 2004 Continued

#### 2. Sustainable Estates and Former Mining Communities

Groundwork Caerphilly co-ordinates a comprehensive programme of environmental regeneration, community led projects and activities within deprived housing estates and former mining villages throughout Caerphilly County Borough aiming to improve the local environment, develop the skills and capacity and improve the quality of life of local communities. This programme is specifically targeted at the 'Areas of Concentrated Social Exclusion' as part of the Caerphilly Community Strategy and largely covers housing areas owned by the Local Authority or other Registered Social Landlords, but includes deprived communities in which social housing predominates but is part of a larger area.

The programme has established a successful track record in priority housing areas over 10 years and is based on regeneration strategies developed with Caerphilly County Borough Council Housing Department and other key partners and local communities. These strategies have prioritised residents concerns relating to the local environment, community facilities and resources, poverty and debt, youth activities, health and employment issues and their implementation has shown what can be done to sustain and revitalise deprived communities.

It has three strands, designed to tackle the root causes of deprivation and the neglect of the physical environment through integration with Groundwork community, youth and education and training programmes and co-ordination and pooling of financial and other resources through partnership working.

- ***Building Partnerships***

The programme adopts an integrated approach with a range of partners from different sectors working together with local communities. This allows development of comprehensive programmes that address environmental, social and economic issues.

- ***Creating Sustainable Communities***

The programme encourages local residents to invest in their own community through a participative approach at all stages in its development including development of feasibility studies, community surveys and audits to establish priorities, design, planning, implementation and maintenance of individual projects, development of initiatives designed to tackle the social and community issues on the estates and education, training and skills development opportunities through the project development process.

- ***Regenerating the Environment***

All the estates display characteristics typical of deprived areas; a general impression of neglect, sub-standard housing stock, lack of defensible space, external structures and surfacings in disrepair, inadequate social and recreational provision and lack of community facilities. The programme directly contributes to the physical regeneration of the communities and each project provides a direct social and economic benefit through links to healthy living, crime reduction and recreation for example.



## Report of the directors

### For the year ended 31<sup>st</sup> March 2004 Continued

The environmental programmes in these communities therefore tackle a range of issues, with the aim of creating an attractive environment, enhanced community facilities, improved access and community safety, facilities for play and young people, improving the quality of life of local residents and promoting a sense of pride and ownership. The partnerships with local communities, GAVO, Caerphilly County Borough Council, Local Health Group, the Police and other agencies tackle crime and health related issues and contribute to social regeneration and local economic growth, through community participation, volunteering, events and training opportunities.

#### Key Achievements in 2003/2004 – General Position:

Activity within this programme over the last three years has predominantly been in estates included within the current ERDF programme. Also, while funding opportunities currently favour those communities situated within Objective 1 and Communities First qualifying areas, many of the most deprived Local Authority owned estates, and in which historically the Trust has been most active, fall outside these areas. These include Ty-Sign, Apollo Way, Maes Mabon, Upper Penllwyn and Panside.

However, both the Trust and Caerphilly County Borough Council Housing Department are keen to ensure that the programme continues to benefit deprived areas throughout the County Borough and significant Housing Revenue Account funding has been made available by the Housing Department to support both strategies and implementation work in these areas and others not currently prioritised as part of the ERDF programme. The Trust is therefore committed to building, developing and resourcing this programme and ensuring that all estates in the County Borough are able to benefit from experiences and best practice gained through ongoing development.

#### Key Achievements in 2003/2004 – Specific Outcomes:

- Substantial completion of the current ERDF programme across the 8 estates including completion of the strategies at Fochriw, Brynhyfryd and Trinant in preparation for the Phase 2 programme and including the following major projects:
  - Penllwyn Community Routeway Graig-y-Rhacca
  - Completion of Lansbury Park & Graig-y-Rhacca Multi-Use Games areas
  - Fochriw Community Centre Environmental project
  - Community Arts programme at Graig-y-Rhacca and Gilfach Bargoed
  - Completion of environmental schemes at estates in Rhymney
- All works at Lansbury Park and Rhymney have been completed under the current ERDF programme
- Completion of the environmental strategies and completion of HRA funded projects at Panside, Maes Mabon, Apollo Way, Ty-Sign and completion of the strategy at Penllwyn for implementation of projects this year. The project at Ty-Sign has included the construction of a skateboard facility for young people
- Progression of two major 'Heart of the Communities' projects at Gelligaer and Gilfach Bargoed to be completed in summer 2004.

## Groundwork Caerphilly

### Report of the directors

### For the year ended 31<sup>st</sup> March 2004 Continued

#### 3. Regeneration of Village Communities

Groundwork has an established track record in undertaking programmes of physical environmental regeneration in villages and other communities. This had been identified as a new and separate programme for the Trust for 2003/2004. However, Groundwork has an established track record in undertaking programmes of physical environmental regeneration in villages and other communities throughout the County Borough, in partnership with Caerphilly County Borough Council Housing and Planning Departments. Major initiatives have included the Ystrad Mynach and Abertridwr Welsh Capital Challenge programmes and many village centre initiatives in settlements such as Bedwas, Trethomas, Caerphilly and a number of recent schemes throughout the Upper Rhymney Valley and other Community Plan areas.

The need for a continuation in this work has been highlighted as a priority within the 'Environment' theme of the Community Plans and the development of the Caerphilly Community Strategy amongst local communities and is a key expectation of the Trust's activities both at a local and national level.

A key feature of these programmes has been the regeneration of village centres. The village centre is the most 'visible' part of the area and where local communities meet, shop and socialise as well as being at the heart of the local economy. Local communities have identified that the poor physical environment of the village centres is seriously inhibiting the prospects for regeneration of the estates, due to the adverse effects on inward investment (and therefore the prospects for improved provision of local amenities) and on the creation of a sense of pride within the local community. The Trust has therefore initiated a 'Heart of the Communities' programme linked to the Sustainable Estates programme.

#### 4. Green Tourism

Green Tourism is a key programme developing within the Trust. The programme will form links across and contribute to other Trust programmes including community woodlands, community routeways and access, community spaces, Parc Penallta and the Community Parks. The Trust will work in partnership with Caerphilly County Borough Council's Countryside and Tourism departments to develop a sustainable framework through which the tourism assets of Caerphilly County Borough can be developed and promoted.

The Trust will play an active role in contributing to the Caerphilly County Borough Council's Rural Assets strategy and work in partnership with Groundwork Wales and the other Groundwork Trusts in Wales through the Green Tourism Working Group to actively support the development of strategic programmes promoting community based green tourism providing economic benefit to communities and businesses. This will be achieved through the proposed Loops and Links project which will link local communities to heritage and cultural sites via a series of walking and cycling trails and bridleway network.

Groundwork Caerphilly is developing and promoting a programme of Green Tourism within the County Borough to promote and improve access to the countryside, woodlands and recreational facilities. A network of footpaths, bridleways, linear parks and community routeways also represent a significant element of this programme as part of an integrated sustainable transport strategy for the County Borough.

## Groundwork Caerphilly

### Report of the directors

### For the year ended 31<sup>st</sup> March 2004 Continued

Key partnerships with Groundwork Wales and the other Groundwork Trusts in Wales, Wales Tourist Board, Capital Region Tourism, Caerphilly County Borough Council Countryside and Tourism departments, Forest Enterprise, Sustrans, British Waterways, Countryside Council for Wales, Environment Wales and The Welsh Development Agency will be established to deliver the programme. The Trust will work in partnership with the above organisations to deliver and promote green tourism through strategic programmes including the WDA's Greening The Valleys, Wales Tourist Board's Walking and Cycling strategies, Forestry Commission's Woodlands for Wales, as well as the Heritage in Action strategy 'Herian' focusing on the promotion of heritage and cultural tourism across the South Wales valleys. The Parc Penallta project will continue to be of particular importance.

The Trust will encourage the development of new business and services within communities linked to the development of green tourism. Opportunities exist for farms to diversify to develop accommodation and camping facilities.

#### 5. Community Routeways & Access to the Countryside

The Trust will seek to develop and promote in partnership with Caerphilly County Borough Council and Forest Enterprise a network of community routeways, both bridleway, cycling and walking trails. The trails will be developed to link communities and to provide access to the countryside as well as providing links to key heritage and cultural tourism attractions.

#### Key Achievements in 2003/2004:

- Initiation of the Aber Valley Community Routeways programme supported by ERDF and Caerphilly County Borough Council focusing on the Aber Valley Cyclerooute and links to surrounding communities
- Continuation of the community routeways programme being developed as part of the Parc Penallta project
- Completion of the Countryside Council for Wales funded access programme
- Completion of the Mid Valleys Corridor Loops & Links Strategy Phase I.

#### 6. Heritage

This is a new programme area for the Trust to be further developed in 2004/05. Heritage is a strong theme in the Trust's 'Places' work and has been a key element of the design and development process of individual projects. The Regeneration of Village Communities, Parc Penallta and Community Routeways programmes in particular have focused on references to local heritage which has been a key feature in much of the associated arts, community and education work. Heritage will be a focal point for the development of Green Tourism. Caerphilly has a rich heritage both in culture and heritage sites which can be used to attract visitors to the area. The programme will assist communities to identify, promote and celebrate their local heritage - 'heritage on their doorstep'. Groundwork Caerphilly will work in partnership to engage communities in identifying their local heritage and work with them to promote their communities as places to visit. The programme will contribute to the HERIAN initiative promoting Industrial Heritage across SE Wales and the Valleys. Groundwork's work with CCBC's Urban Renewal section in promoting the Mid Valleys Corridor will provide a model and framework through which communities are able to attract visitors and so gain economic benefits through the promotion of their heritage assets. The development of the Heritage programme is inter - linked with the development of community routeways.

## Groundwork Caerphilly

### Report of the directors

### For the year ended 31<sup>st</sup> March 2004 Continued

#### Key Achievements in 2003/2004:

- Participation in the development of the Audience Development Plan Toolkit designed to engage communities in the identification and promotion of community heritage assets
- Secured membership on the Herian Southern Group Partnership Working Group

#### 7. Community Spaces (Including Cefn Fforest Ecopark)

Community Spaces is a developing programme for Groundwork Caerphilly that will build on the success of the Cefn Fforest and Fairview Ecopark project, a joint venture between ACE (Association for Community and Environment), Groundwork Caerphilly, Gwent Association of Voluntary Organisations and Caerphilly County Borough Council.

The programme aims to expand the concept of the Ecopark throughout the Caerphilly County Borough to develop a network of green and other community spaces of all scales in partnership with local communities and other stakeholders. These sites are valuable resources to local communities and can be the focus for local regeneration and in assisting in building cohesive communities. This programme will integrate with and contribute to Communities First and other local Action Plans.

Community participation is a central goal of the Community Spaces programme. Community led environmental activities help groups and individuals gain confidence, understanding and skills through informal education, assist potentially conflicting or competing groups within communities to find common ground and allow local communities to go on to identify and tackle issues and concerns within their own lives. The activities arising from project development provide opportunities for people of all ages, backgrounds and levels of ability to explore and understand their environment and learn how to live in a more sustainable way.

Demonstrating sustainable development is an integral aim of the programme and in pursuing this, a wide range of social, economic and environmental benefits will be provided to both individuals and communities, playing a key part in the Caerphilly regeneration strategy.

There are four main strands within the Community Spaces programme, as developed through the Ecopark project:

- **Biodiversity** – Community spaces have the potential to benefit wildlife and this programme aims to enhance, protect and increase the biodiversity value of sites developed within it.
- **Recreation and Facilities** – Community spaces are often neglected and therefore not used as widely as they could be. Through the Community Spaces programme, Groundwork
- Caerphilly will help local communities to improve access to such sites and develop an appropriate range of facilities for those wishing to use them.
- **Learning and Inclusion** – Community Spaces offer opportunities for a wide range of organisations and individuals to become involved in their development. Groundwork Caerphilly will help local communities to devise and deliver programmes of events and activities aimed at involving as wide a range of people as possible in the project as well as offering opportunities for volunteering and training.
- **Common ground** – Community Spaces offer opportunities for communities with potentially competing or conflicting priorities to work together on 'common ground' to resolve their differences towards a common purpose. A key example in the South Wales Valleys context is the resolution of inter-generational conflict.

## Groundwork Caerphilly

### Report of the directors

### For the year ended 31<sup>st</sup> March 2004 Continued

The key achievements for the project over the past 12 months include:

**Ecopark:**

- A number of educational visits have also taken place during 2003. Seven schools and 439 pupils have been involved.
- A number of practical management activities have also been undertaken on the site, including:
  - A clean up event that attracted around 16 volunteers
  - Pulling ragwort to reduce its presence in the grassland areas
  - Cutting scrub at the edge of footpaths
  - Removing gorse and broom from the grasslands
- Installation of five sculpted seats funded through the Key Fund and CCW
- Installation of boardwalks in the wetland area to improve access and protect the habitat and creation of a pond to increase range of habitat
- Completion of the 'fire station' entrance and new section of footpath

**Other Projects:**

- Development of environmental project at Plas Mawr Community Centre, Blackwood
- Initiation of scheme at Penyreol estate, Caerphilly

## PROSPERITY

Groundwork Caerphilly's vision for its 'Prosperity' work is

***'To promote the social, economic and environmental regeneration of Caerphilly by being the leading source of environmental advice to local SMEs, providing sustainable environmental improvements to priority industrial estates and the development of innovative social enterprise'.***

Integrating the economy and the environment is central to the Trust's work, and we recognise that people, places and prosperity are inextricably linked. We enhance perceptions of areas, making them more attractive for the new investment that brings jobs. We offer specialist environmental advice to SMEs, normally only available to large companies, leading to improved environmental performance and cost-saving opportunities. This can help the retention of existing jobs and lead to growth of small firms with the provision of increased jobs, thus supporting the local economy.

We provide opportunities for the unemployed through work placement or volunteering to gain new skills to help them achieve employment. We refurbish furniture and electrical items, helping individuals and families on low income through a referral system to obtain decent furniture and equipment for their homes at a reasonable cost. We aim to provide opportunities for suitable waste materials from industry to be available as a resource for schools, playgroups and others, helping to reduce landfilling of waste and conserving natural resources. Our involvement with the Communities First Partnerships, Caerphilly Community Action Plans, and Caerphilly Economic Regeneration Strategy is leading to opportunities for economic diversification in the longer term.

## Groundwork Caerphilly

### Report of the directors

For the year ended 31<sup>st</sup> March 2004 Continued

#### 1. Groundwork Environmental Business Services

The Caerphilly Business Environment Partnership programme aims to develop and support partnerships in Caerphilly County Borough between the Local Authority, Welsh Development Agency, Groundwork and business to improve the perception and competitiveness of businesses and industry for the benefit of customers, local residents and potential inward investors; to encourage networking and best practice; enhance links with the local community and schools; and encourage employee volunteering. The programme aims to integrate environmental and economic regeneration and is supported by the European Regional Development Fund, Objective 1 Programme, Welsh Development Agency and Welsh Assembly Government.

The programme is integrated with and supported through the ERDF Objective 1 Programme as part of the Groundwork Wales and Wales Environment Centre co-ordinated Environmental Business Services initiative (a joint venture between all three Groundwork Trusts in South Wales) which promotes and develops good practice in environmental performance and management, by working closely with businesses to address their individual environmental needs.

The programme presently targets three priority industrial estates, namely Pant Glas, Bedwas; Duffryn Business Park, Ystrad Mynach; and Penallta Industrial Estate, Hengoed, but is not confined to these areas.

In 2004-07 the programme will be delivered through the following initiatives:

- Environmental Innovation and Competitiveness (Objective 1)
- Business sites improvement programme (Welsh Development Agency S15 funding)
- Private business funding

#### 2. Green Dragon Environmental Management System

The recently approved continuation funding for the joint Groundwork and Arena Network Objective 1 "Green Dragon" programmes enable Groundwork Caerphilly, through its Environmental Business Services Officers, to provide environmental consultancy to companies; the 'Green Dragon' environmental management standard will enable them to demonstrate to their clients continuous environmental improvements in their performance and promote green business parks. The programme also includes the appointment of an additional Sustainable Estates Business Environment Co-ordinator, a post that is jointly based within Groundwork and Caerphilly County Borough Council Economic Development Section and managed by Groundwork Caerphilly, who provides the link between local businesses, the Council and Groundwork and who assists companies to apply for clean technology grants. The new funding applied from 1<sup>st</sup> March 2004 and continues for 3 years.

#### Key Achievements in 2003/2004:

- Achieving the 3 year programme target of 30 SME's achieving a Green Dragon award
- Preparing a Masterplan for Penallta Industrial Estate that can be used to inform and plan further improvements to the estate
- Contribution to upgrading parts of the footpaths and lighting to Penallta Industrial Estate contributing to safe routes to work and improving safety on the estate.

## Groundwork Caerphilly

### Report of the directors

For the year ended 31<sup>st</sup> March 2004 Continued

#### 3. Business Regeneration Programme

##### Key Achievements in 2003-04:

- Completed Brightsite implementation project at South Wales Polystyrene on Penallta Industrial Estate
- Completion of ten Brightsite sketch schemes for potential implementation when WDA funding becomes available in 2004 – 05 and later years

#### 4. Creative Play Resource Centre

The Creative Play initiative is a partnership between GAVO and Groundwork Caerphilly and is funded through CYMORTH.

The initiative strives to highlight the importance of Creative Play with an open access environment to adults, children and young people within the County Borough. The initiative has two interlinked elements: open access creative play and a resource facility of reusable and new materials.

##### Key achievements in 2003-04:

- Attaining a membership of 30 organisations or individuals
- Development of a small network of local businesses to provide resources for the centre
- Networking with other Resource Centres to exchange best practice and resources
- Purchase of a trailer to enable the resources to be taken out into the community through outreach days
- Agreement with partners on funding for 2004 – 2005

#### 5. The Community Furniture Enterprise

The project is managed and co-ordinated by Groundwork Caerphilly in partnership with Caerphilly County Borough Council. A stakeholder group has been established to support, develop and manage the Community Furniture Enterprise, which includes Groundwork, Caerphilly County Borough Council, GAVO and ELWa.

The Community Furniture Enterprise provides a collection and delivery service of reusable furniture and electrical appliances for residents throughout the whole of the Caerphilly County Borough area.

The Community Furniture Enterprise is part of the Upper Rhymney Valley Regeneration Strategy, which aims to address the social, economic and environmental regeneration of the valley. Its core partners are Caerphilly County Borough Council, Groundwork Caerphilly, Gwent Association of Voluntary Organisations, local communities and other statutory and voluntary groups.

The main offices, workshops and showroom are based at Rhymney Community Business Village, Lawn Industrial Estate, Rhymney, and were officially opened by Sue Essex, Assembly Minister, in June 2001.

## Groundwork Caerphilly

### Report of the directors

### For the year ended 31<sup>st</sup> March 2004 Continued

The development and day to day project operations are managed by the Community Recycling and Community Furniture Enterprise Manager with the support of four supervisors, whose responsibility is to undertake and supervise the collection, repair, refurbishment, delivery and re-distribution of second-hand furniture and electrical appliances and also to manage volunteers/New Deal clients.

The Community Furniture Enterprise has received financial support from Caerphilly County Borough Council, the European Regional Development Fund, Biffaward, Welsh Assembly Government's Sustainable Communities Programme, ELWa, Basic Skills Agency, Environment Wales, Groundwork UK and Groundwork Wales.

#### Development/Funding:

- Funding secured from Biffaward to maintain and develop the Community Furniture Enterprise core services for two years (January 2003 – December 2004). (Safeguard 3 posts)
- Submitted an Objective 1 Bid, to target specifically list 1 + 2 areas to enhance community participation and awareness of the Community Furniture Enterprise existing and new Services. (Safeguards 2 posts plus 3 additional posts)
- Secured funding and implemented the Community Kerbside Recycling Services, employing 4 staff. Collections are on a fortnightly basis to 8,000 households in the Rhymney Valley Area, in partnership with the Local Authority Environmental Services Department
- Secured funding from Cymorth, in partnership with GAVO, to introduce and establish a Creative Play Resource centre. The funding supports the employment of a play resource officer and associated costs
- Developed and established a number of new partnerships/initiatives with Housing Associations and businesses
- Housing Associations are referring collections of furniture and electrical appliances from their empty properties, which meet the Community Furniture Enterprise's criteria
- Local business services, some of which, via Groundwork Caerphilly's Environmental Business Services, are also donating more reusable items
- Further developments have taken place in integrating Basic Skills provision and work based qualifications and opportunities. A number of staff have been trained as OCN assessors. Further partnership development has taken place with various agencies, colleges, etc.

#### Key Achievements in 2003/2004:

- Implementation of the objective 1 programme, targeting specifically list 1 and 2 wards to enhance community participation and awareness of the Community Furniture Enterprise and its existing and new services
- Implementation and establishment services of the Creative Play Resource Centre to provide community groups, schools and individuals with reusable and new play materials, by linking in with local services and Groundwork Caerphilly's Business Services Team
- To increase opportunities to expand the collection, refurbishment and redistribution of furniture, household items and electrical appliances
- Development and establishment of further partnerships, services, contracts to secure the Community Furniture Enterprise' core services (WEEE Directive)
- Reviewed and enhanced the Community Furniture Enterprise's Business plan in accordance with the Government's Social Enterprise Strategy
- To develop partnerships with various agencies to deliver improved Basic Skills provision and to provide Open College Network accreditation



## Groundwork Caerphilly

### Report of the directors

### For the year ended 31<sup>st</sup> March 2004 Continued

- Redevelop an Intermediate Labour Market initiative based on Groundwork Trust's model within the Community Furniture Enterprise in order to explore the potential to roll out the ILM programme to other areas of Groundwork Caerphilly and seek further funding e.g. ESF
- To develop and establish educational activities within schools and the community as a whole to promote community based recycling and reuse
- Successful Cleanstream bid to expand in partnership with Caerphilly County Borough Council Environmental Services, the Community Kerbside recycling services to a further 8,000 households.

#### Specific Output Targets for 2003/04:

- Number of referrals were 1,500
- Number of items collected reached 2,200
- 1,500 furniture and electrical appliances repairs were carried out
- 3,500 items passed onto client group
- 5,000 volunteer hours carried out at the Facility
- 15 placements carried out through the New Deal programme

#### 6. Kerbside Recycling Services

The Community Kerbside Recycling Service is a partnership with the Local Authority's Environmental Services Department, linked to their Corporate Plan aim of improving the environment through targeted activities, regulation and advice, and to the Environmental Health and Public Services Divisional Performance Plan aim of 'Implementing policies and targets contained in the European Landfill Directive and Wales Waste Strategy'.

This dynamic and innovative partnership integrates community-based action with delivery of public services that contributes to a number of objectives within local and national regeneration strategies. The service provides a fortnightly kerbside collection to 8,000 houses in the Rhymney Valley area.

#### Key Achievements in 2003-04:

- Revenue grants support from Caerphilly County Borough Council's Environmental Services over three years (subject to review)
- Employment of four full-time and one part-time employee to provide a fortnightly Kerbside Recycling service to an additional 8,000 households
- Participation rate increased to 29%

#### Partnerships

The Trust continues to play a key role in supporting and facilitating multi-sectoral environmental partnerships at the local, regional and national level in Wales.

At a local level the Trust Board is a public, private and voluntary sector partnership forum within Caerphilly County Borough. The Trust is now an established key player in all the major strategic regeneration initiatives within Caerphilly County Borough, and in the development and delivery of the Caerphilly Community Strategy and is a member of the following local strategic partnerships:

- Caerphilly County Borough Standing Conference
- Caerphilly Objective 1 Partnership
- Strategic Partnerships linked to the Caerphilly Community Strategy
- Communities First and other local Community Partnerships in non C/F areas

## Groundwork Caerphilly

### Report of the directors

### For the year ended 31<sup>st</sup> March 2004 Continued

- Caerphilly County Borough Joint Community Plan Forum
- Communities First Partnerships (16 in total) and other area based Community Partnerships

*A full list of current partners is detailed in the Groundwork Caerphilly Three-Year Development Plan 2004-07 Section 2.8*

#### TRUST DEVELOPMENTAL AND FORWARD PLANS

As part of the funding arrangements agreed with the Welsh Assembly Government, Groundwork UK and Caerphilly County Borough Council, a 3 year plan, 2004/2007, has been produced for Groundwork in Caerphilly identifying key needs and opportunities, a 3 year strategic environmental programme, key objectives and targets for the resources required to fund the Trust's operations and activities.

In 2003/2004 the Trust has successfully diversified its activities and delivered a broad range of programmes meeting key Welsh Assembly targets.

The Trust will be taking forward these programmes under the four thematic headings of People, Places, Prosperity and Partnerships and will focus on consolidating and strengthening these programmes in meeting key Welsh Assembly Government targets over the next three years.

#### Risk Management

The Directors have assessed the major risks to which the Charity is exposed, in particular those related to the operations and finances of the organisation and are satisfied that systems are in place to mitigate exposure to any major risks.

#### Reserves Policy

The Directors maintain a level of free reserves sufficient to ensure that the Charity's operations remain sustainable.

#### Fund by Fund Analysis of Availability of Assets

The Board of Directors have reviewed the reserves of the Charity. The review encompassed the nature of the income and expenditure streams and the need to fulfil future commitments.

Total funds equate to 40% of expected unrestricted fund expenditure each year and the Board of Directors believe this is adequate to ensure continuance of all the Charity's project aims over the new few years without interruption.



## Groundwork Caerphilly

### Report of the directors For the year ended 31<sup>st</sup> March 2004 Continued

#### Investments

The Trust does not hold any investments.

Signed on behalf of the board of directors

Mr P G Davy (Secretary)

Approved by the Board on 16<sup>th</sup> December 2004

REGISTERED OFFICE  
Mynyddislwyn Offices  
Bryn Road  
Pontllanfraith  
Blackwood  
NP12 2BH

## Groundwork Caerphilly

### Report of the Independent Auditors for the year ended 31<sup>st</sup> March 2004

We have audited the financial statements set out on pages 27 to 36 which have been prepared under the historical cost convention and the accounting policies set out on pages 29 and 30.

#### RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

As described on page 4, the company's directors are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

It is our responsibility to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards. We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Annual Report is not consistent with the financial statements, the company has not kept proper accounting records, we have not received all the information specified by law regarding directors' remuneration and transactions with the company.

We are not required to consider whether the statement in the annual report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

We read the Annual Report and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements.

#### BASIS OF OPINION

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements by the directors in the preparation of accounts, and whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

#### OPINION

In our opinion the accounts give a true and fair view of the state of the company's affairs at 31<sup>st</sup> March 2004 and of its surplus for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.

Arthur Gait & Company  
Chartered Accountants and Registered Auditors  
18 Gold Tops  
Newport  
Gwent NP20 5WJ

Dated: 22<sup>nd</sup> December 2004

## Groundwork Caerphilly

Statement of Financial Activities  
For the Year Ended 31<sup>st</sup> March 2004

	NOTES	UN- RESTRICTED £	RESTRICTED FUNDS £	TOTALS 2004 £	TOTALS 2003 £
<b>INCOME AND EXPENDITURE</b>					
<b>INCOMING RESOURCES</b>					
Core Funding			195,200	195,200	185,000
Project Funding			1,869,543	1,869,543	1,785,929
Less Deferred Income			(89,536)	(89,536)	(65,525)
Interest Received			16,143	16,143	6,865
Other Income			48,426	48,426	46,434
	3		2,039,776	2,039,776	1,958,703
<b>RESOURCES EXPENDED</b>					
Direct Charitable Expenditure:-					
Direct Project Expenditure			1,345,882	1,345,882	1,238,462
Management and Administration of the Charity			368,827	368,827	248,724
Total Resources Expended			1,714,709	1,714,709	1,486,736
Net Incoming Resources Before Transfers			325,067	325,067	471,967
Transfers Between Funds		59,281	(59,281)	-	-
Net Movement in Funds		59,281	265,786	325,067	471,967
Balances Brought Forward 1st April 2003		594,209	402,231	996,440	524,472
Balances Carried Forward at 31st March 2004		653,490	668,017	1,321,507	996,439

**CONTINUING OPERATIONS**

None of the Company's activities were acquired or discontinued during the above two financial years.

**TOTAL RECOGNISED GAINS AND LOSSES**

The Company has no recognised gains or losses other than the surplus for the above two financial years.



# Groundwork Caerphilly

Arthur Gait & Company

Chartered Accountants  
& Registered Auditors

## Balance Sheet at 31<sup>st</sup> March 2004

	Notes	2004 £	2003 £
<b>FIXED ASSETS</b>			
Tangible Assets	6	97,168	91,681
<b>CURRENT ASSETS</b>			
Debtors		754,313	1,073,153
Cash At Bank And In Hand	7	1,046,578	345,224
		<u>1,800,891</u>	<u>1,418,377</u>
CREDITORS: Amounts Falling Due Within One Year	8	576,552	513,798
<b>NET CURRENT ASSETS</b>		<u>1,224,339</u>	<u>904,579</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>1,321,507</u>	<u>996,440</u>
CREDITORS: Amount Falling Due After One Year		-	-
Net Assets		<u>1,321,507</u>	<u>996,440</u>
<b>CAPITAL AND RESERVES</b>			
Income Funds:-			
General Unrestricted Funds		653,490	594,209
Restricted Funds		668,017	402,231
		<u></u>	<u></u>
Total Funds		<u>1,321,507</u>	<u>996,440</u>

The accounts have been prepared in accordance with the special provision of Part VII of the Companies Act 1985 relating to small companies.

Signed on behalf of the board of directors

Director L.K.L. Williams

Approved by the board on 16<sup>th</sup> December 2004



**Notes to the Financial Statements  
For the Year Ended 31<sup>st</sup> March 2004**

**1. ACCOUNTING POLICIES**

**Basis of Accounting**

The accounts have been prepared under the historical cost convention. The accounts, incorporating a statement of financial activities have been prepared in accordance with the Statement of Recommended Practice (SORP) – "Accounting and Reporting by Charities" published in October 2000 and applicable accounting standards.

**Cash Flow**

The accounts do not include a cash flow statement, because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 'Cash Flow Statements.'

**Fund Accounting**

General Funds are available for use at the discretion of the directors in furtherance of the Trust's general objectives. Restricted funds are funds subject to specific restrictive conditions imposed by the terms of the grant or funding body.

**Incoming Resources**

Income and grants are included in incoming resources when receivable, except as follows:-

When donors specify that the grants must be used in future accounting periods, the income is deferred until those periods.

When donors impose conditions which have to be fulfilled before the Charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When donors specify that grants are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

**Gifts in Kind**

Gifts in kind are not valued in the accounts.

**Resources Expended**

Expenditure has been allocated to management and administration of the Trust, where it relates to the management of the Trust's assets, organisational administration and compliance with constitutional and statutory requirements.

**Depreciation**

Depreciation is calculated so that the cost of tangible assets or valuation less any residual value is written off over their estimated useful lives on the following basis:-

Computers	33.33% On Cost
Motor Vehicles	20% On Cost
Office Equipment	20% On Cost
Plant and Machinery	20% On Cost



**Notes to the Financial Statements  
For the Year Ended 31<sup>st</sup> March 2004**

**Capital Grants Received**

Grants that relate to specific capital expenditure are treated as restricted funds that are released to the credit of the income and expenditure account over the useful life of related assets.

**Hire Purchase Contracts and Finance Leases**

Assets acquired under such agreements are recorded in the Balance Sheet at their fair value and as an obligation to pay future rentals at the inception of the contract. The total finance charge is not allocated to accounting periods during the lease term so as to produce a constant periodic rate of charge on the remaining balance sheet obligation, but on a straight line basis as, in the opinion of the Directors, this represents a reasonable approximation thereto. The capital element of future payments is treated as a liability and the interest element is charged to the Income and Expenditure Account.

**Operating Lease Costs**

The rentals under operating leases, where substantially all the benefits and risks of ownership remain with the lessor, are charged against profit as incurred.

**Pension Costs**

The Trust contributes to employees' own personal Pension Schemes. This Pension cost charge represents contributions payable by the Trust to the individual schemes.

**2. STATUS**

Groundwork Caerphilly is a company limited by guarantee, not having a share capital, exempt from the requirement to use the word 'limited' and is a registered charity. The liability of each member under the guarantee is limited to £1 (one pound).





# Notes to the Financial Statements

## For the Year Ended 31<sup>st</sup> March 2004 Continued

### 3. TOTAL INCOMING RESOURCES

	2004 £	2003 £
SPONSORSHIP FUNDING		
- National Assembly for Wales	152,200	142,000
- Caerphilly County Borough Council	43,000	43,000
PROJECT INCOME		
Public Agencies and National Charities		
- Lottery Board	122,506	94,376
Welsh Assembly Government	104,743	100,558
Local Authority	569,074	465,168
European Union	663,458	538,395
Project and Marketing Reserve	-	209,155
Private Sector	320,226	237,752
	<u>1,975,207</u>	<u>1,830,404</u>
Adjustment on disposal of Fixed Assets	300	-
Other Income (Including Recycling Centre)	48,126	121,434
Interest Received	16,143	6,865
	<u>2,039,776</u>	<u>1,958,703</u>

### 4. NET INCOMING RESOURCES BEFORE TRANSFERS IS STATED AFTER CHARGING

	2004 £	2003 £
Staff Costs (See Note 5)	699,849	582,656
Auditors Remuneration (as Auditors)	4,500	3,500
Depreciation - Owned Fixed Assets	33,311	28,372
Depreciation Adjustment on Disposal of Assets	(300)	40



# Notes to the Financial Statements

## For the Year Ended 31<sup>st</sup> March 2004 Continued

### 5. TOTAL RESOURCES EXPENDED

	Staff Costs	Other Direct Costs	2004 Total	2003 Total
	£	£	£	£
Direct Project Expenditure	512,896	832,986	1,345,882	1,238,462
Management and Administration of the Charity	186,953	181,874	368,827	248,274
	699,849	1,014,860	1,714,709	1,486,736
<b>Staff Costs</b>			<b>£</b>	<b>£</b>
Wages and Salaries			635,930	523,420
Social Security Costs			54,524	44,556
Pension Costs			9,395	14,680
			699,849	582,656

No employee earned £50,000 p.a. or more.

The average number of employees, analysed by function was:-

	2004	2003
Direct Charitable Expenditure	29	25
Management and Administration of the Charity	7	6
	36	31

Expenses reimbursed to directors during the year were NIL (2003 – Nil).



**Notes to the Financial Statements  
For the Year Ended 31<sup>st</sup> March 2004 Continued**

**6. TANGIBLE FIXED ASSETS**

	<b>Plant and Machinery Etc. £</b>
<b>Cost</b>	
At 1st April 2003	208,589
Additions	44,517
Disposals	(12,799)
	<hr/>
At 31st March 2004	240,307
	<hr/>
<b>Depreciation</b>	
At 1st April 2003	116,728
On disposals	(6,900)
Charge for year	33,311
	<hr/>
At 31st March 2004	143,139
	<hr/>
<b>Net book values</b>	
At 31st March 2004	97,168
	<hr/>
At 31st March 2003	91,861
	<hr/>

**7. DEBTORS**

	<b>2004 £</b>	<b>2003 £</b>
Trade Debtors	668,974	505,816
Others	85,339	567,337
	<hr/>	<hr/>
	754,313	1,073,153
	<hr/>	<hr/>



# Notes to the Financial Statements

## For the Year Ended 31<sup>st</sup> March 2004 Continued

### 8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2004 £	2003 £
Trade Creditors	313,538	183,422
Others (Including Deferred Income)	263,014	330,376
	<u>576,552</u>	<u>513,798</u>
Deferred Income		
Balance at 1.4.03	65,525	424,426
Net Movement	24,011	(358,901)
Balance at 31.3.04	<u>89,536</u>	<u>65,525</u>

### CREDITORS: Amounts Falling Due after more than one year

Other Creditors

2004 £	2003 £
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### 9. FUNDS

	Balance At 1st April 2003 £	Movement in the Year £	Balance At 31st March 2004 £
Unrestricted Funds	594,209	59,281	653,490
Restricted Funds	402,231	265,786	668,017
	<u>996,440</u>	<u>325,067</u>	<u>1,321,507</u>

	Balance at 1 <sup>st</sup> April 2003	Transfer between Funds	Movement	Balance at 31 <sup>st</sup> March 2004
<u>Unrestricted Funds</u>				
General	502,348	59,281	(5,307)	556,322
Designated - Fixed Assets	91,861		5,307	97,168
	<u>594,209</u>	<u>59,281</u>	<u>-</u>	<u>653,490</u>



## Groundwork Caerphilly

Notes to the Financial Statements  
For the Year Ended 31<sup>st</sup> March 2004 ContinuedRestricted Funds

These comprise the following unexpended balances of grant income held to be applied for a specific purpose.

	At 1 <sup>st</sup> April 2003	Incoming Resources	Outgoing Resources	At 31 <sup>st</sup> March 2004
Parc Penallta	37,419	24,605	-	62,024
Community Environmental Network	23,193	11,540	-	34,733
Rhymney Festival	6,000	-	6,000	-
Wasteland to Woodland	6,969	-	-	6,969
Brithdir Community Park	17,700	-	-	17,700
Bedwas Road	26,795	-	-	26,795
Community Furniture Enterprise	75,000	20,000	-	95,000
Project Reserve	204,609	-	-	204,609
Marketing Reserve	4,546	-	-	4,546
Creative Play	-	15,525	-	15,525
Aber Valley	-	39,493	-	39,493
Hearts of the Community	-	73,807	-	73,807
Community Furniture Enterprise (ERDF)	-	26,788	-	26,788
Penallta Bath House	-	1,176	-	1,176
Cleanstream	-	28,552	-	28,552
Gelligaer Square	-	20,000	-	20,000
Hengoed Cefn Hengoed Aberbargoed	-	10,300	-	10,300
	<u>402,231</u>	<u>271,786</u>	<u>6,000</u>	<u>668,017</u>

Parc Penallta fund is to be used for the dedicated purpose of the ongoing support and improvement of this project.

Community Environment Network fund is to be used with the Charity's ongoing aim to encourage a community – leader approach to local regeneration and development.

Rhymney Festival fund is for the production of a promotional video for this area.

Wasteland to Woodland fund relates to monies set aside for a regeneration programme where manpower requirements have yet to become available.

Brithdir Community Park fund relates to a community programme, which has been delayed until a woodland expert is recruited to enable the programme to be carried out to its full potential.

Bedwas Road fund relates to dedicated monies for this particular geographical area where no time constraints have been set.

## Groundwork Caerphilly

Notes to the Financial Statements  
For the Year Ended 31<sup>st</sup> March 2004 Continued

Community Furniture Enterprise fund relates to additional funds generated from this project. These are to be utilised to finance staff and training posts for a longer period than first planned in the feasibility study.

Project Reserve fund relates to monies restricted to use in certain areas. These include Mining Villages, Industrial Estates and LSW programmes.

Marketing Reserve relates to monies specifically to be utilised against future promotional and literature costs.

Creative Play

Aber Valley

Hearts of the Community

Community Furniture Enterprise (ERDF)

Penallta Bath House

Cleanstream

Gelligaer Square

Hengoed Cefn Hengoed Aberbargoed

Monies in relation to the above projects relate to funds received in advance of the physical completion of project work. Delays in progress of work may be apparent due to work carried out by outside contractors being commenced at later dates than envisaged.

## 10. COMMITMENTS

Capital Commitments

At 31st March 2004 there were no capital commitments (2003 – Nil).

## 11. PENSION COSTS

The Trust contributes to employee's own personal pension schemes. The pension cost charge represents contributions paid by the Trust to the individual schemes and amounted to £9,395 (2003 £14,680).

## 12. OTHER INTEREST RECEIVABLE AND SIMILAR INCOME

	2004	2003
	£	£
Bank Interest Received	16,143	6,865

## 13. TAXATION

No provision has been made for taxation as the company was established for charitable purposes and as such will benefit from exemption relating to charities.



**Schedule of Fixed Assets As At 31<sup>st</sup> March 2004**

**COST OR VALUATION**

	AT 1.4.03 £	ADDITIONS £	DISPOSALS £	AT 31.3.04 £
Plant and Machinery	36,689	5,608	(4,300)	37,997
Motor Vehicles	89,663	18,445	(6,900)	101,208
Office Equipment	82,237	20,464	(1,599)	101,102
	<hr/>	<hr/>	<hr/>	<hr/>
TOTALS	208,589	44,517	(12,799)	240,307
	<hr/>	<hr/>	<hr/>	<hr/>

**DEPRECIATION**

	AT 1.4.03 £	CHARGE FOR YEAR £	CHARGE ON DISPOSALS £	AT 31.3.04 £
Plant and Machinery	9,887	7,223	-	17,110
Motor Vehicles	39,754	13,794	(6,900)	46,648
Office Equipment	67,087	12,294	-	79,381
	<hr/>	<hr/>	<hr/>	<hr/>
TOTALS	116,728	33,311	(6,900)	143,139
	<hr/>	<hr/>	<hr/>	<hr/>

**NET BOOK VALUE**

	AT 31.3.04 £	AT 31.3.03 £
Plant and Machinery	20,887	26,802
Motor Vehicles	54,560	49,909
Office Equipment	21,721	15,150
	<hr/>	<hr/>
TOTALS	97,168	91,861
	<hr/>	<hr/>



**Debtors and Creditors Breakdown  
As At 31<sup>st</sup> March 2004**

	<b>2004</b>	<b>2003</b>
	<b>£</b>	<b>£</b>
<b>DEBTORS</b>		
Trade and Grant Debtors	668,974	505,816
Prepayments and Accrued Income	85,339	567,337
	<u>754,313</u>	<u>1,073,153</u>
 <b>CREDITORS DUE WITHIN ONE YEAR</b>		
Bank Loans and Overdrafts	-	123,133
Trade Creditors	313,538	183,422
Customs and Excise	33,369	16,811
Sundry Creditors	47,929	54,534
Accruals and Deferred Income	181,716	135,898
	<u>576,552</u>	<u>513,789</u>
 <b>CREDITORS DUE AFTER ONE YEAR</b>	<u>-</u>	<u>-</u>