Community-led Green and Blue Infrastructure Toolkit

May 2024

Contents

Abbreviations

GBI   Green and Blue Infrastructure

LPA   Local Planning Authority

SuDS   Sustainable Drainage Systems

Part A: Introduction

Overview

Many assets of community value contribute towards the Green and Blue Infrastructure (GBI) network within Carmarthenshire. Whilst being a significant hub for social wellbeing, sites such as public parks, greenspaces, and community growing facilities also help to meet the needs and interests of the present generation whilst also benefiting the environment, nature, and economy for future generations. Both community assets and GBI are intrinsically linked to sustainable development and must be considered in promoting the principles of placemaking.

The purpose of this document is to provide an overview of the key considerations needed for community groups, third sector organisations and Town and Community Councils alike to engage in the process of safeguarding, managing, and creating GBI at a neighbourhood level.

As a toolkit, this resource may be used as a starting point for those looking to provide community led GBI within their local area. It is not intended to be used as an exhaustive resource. Whilst this resource has specifically focused on the delivery of GBI assets at the neighbourhood level, it may also be useful for those seeking to provide community assets more generally too.

There are two key organisations which are referenced throughout, they have a number of extensive resources and services related to setting up green spaces which are likely to be extremely helpful for those seeking to establish a new space:

Social Farms and Gardens

The Community Land Advisory Service Cymru

Background

GBI refers to the network of multifunctional green and blue spaces that are interwoven into urban, peri-urban and rural areas. It has significant strengths in alleviating social, economic, and environmental challenges by sustainably enhancing the use of land and managing conflicting pressures. GBI assets can vary significantly but can include gardens, play spaces, allotments, orchards, and hedgerows.

Community involvement plays a vital role in the success of such assets which rely upon understanding (and being designed to meet) the needs of the communities they are intended to support. Community-led GBI has the ability to deliver a number of social and environmental benefits including encouraging community participation in decision making, social cohesion, placemaking, and stronger community stewardship through active volunteering.

Part B: Setting Up a Community Space

Engagement & Consultation

All community-led GBI should be created alongside proactive engagement of the local community. This ensures that the space has a sense of shared ownership and is purposefully created to meet the needs of those who will be using it.

Step 1
Scoping

Step 2
Establishing a Core Group

Step 3
Data Gathering

Step 4
Site Visioning

Step 5
Securing the Land

Stage 6
Understanding the Site
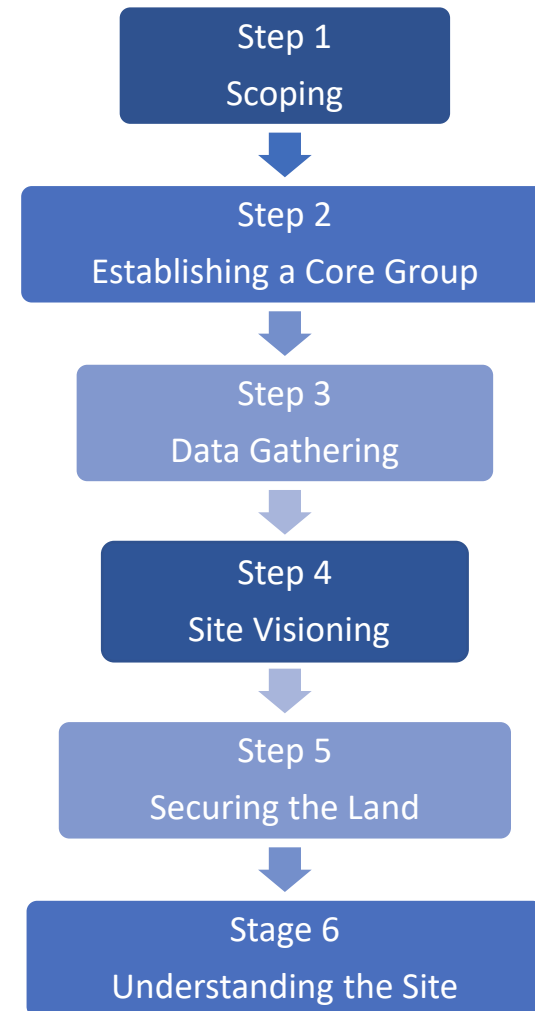
Step 1: Scoping

The first step is to talk with as many different groups and individuals as possible from a diverse range of backgrounds. This might include neighbours, community groups, young people, places of education, Town and Community Councils, and local businesses. These conversations will help shape the type of space people are interested in and the facilities required for them to access the space.

You can find contact details for your local Town and Community Council here.

Note that community consultation is an ongoing, evolving process and could highlight opposing views. It is important to record all views and respect people's opinions even if they differ from your own or the initial vision of the project. Regardless, everyone's right to be heard should be respected.

Step 2: Establishing a Core Group

Once the initial consultation has been completed and interest has been identified, you will need to set up a Core Group of people who are willing to work towards the creation of the space together.

It may be helpful to assign roles based on each person's individual skillset such as chair, secretary, community engagement lead, and treasurer. However, some groups may find it more useful to have a less formal structure.

The Resource Centre has a number of resources on how to ensure a group runs well.

Carmarthenshire Association of Voluntary Service can also support you in setting up a local organisation.

Step 3: Data Gathering

It is important to begin gathering evidence which will support your project. For example, if there is a needs assessment which has already highlighted the need for a specific asset that you are planning to deliver, or you could conduct your own needs assessment.

You could also look for data published by Carmarthenshire County Council such as provision of the public open space, play space, or a GBI assessment.

Your local Town or Community Council may also have relevant information on a specific asset, particularly at a local level.

When combined, this information could help with funding and planning applications, and may form a part of the management plan for the project.

Any meetings or consultations held with members of the community either formally or informally should also be recorded.

Step 4: Site Visioning

Next, you will need to conduct further community consultation to refine ideas for the site and, if you haven't done so already, identify suitable land. For further information and guidance on effective community engagement, visit My Community.

When coming up with ideas for the site, it is important to remember the needs of the community alongside how it may support the wider environment. As discussed on the following page, possible ideas may include:

- o Community Growing Space
- o Sensory Garden
- o Fruit Orchard
- o Allotments

Community Growing Space

A community growing space can be a great opportunity to bring people together to grow fresh produce that has a low carbon footprint. Some community growing spaces also offer workshops or training days on relevant topics, such as cooking classes or natural building, which can provide additional opportunities for socialisation and education.

Social Farms and Gardens have a resource pack on Community Growing.

A growing pack may also be available from Keep Wales Tidy.

Dwyfor Community Growing Space which is managed by Llanelli Rural Council, offers an opportunity for community groups and local residents to rent one (or more) of the site's raised beds to grow produce for themselves as well as donating excess to other local charitable causes.

Sensory Garden

A sensory garden is a greenspace that is designed to focus on the five senses as a method of connecting people with nature. Sensory gardens can be both relaxing and stimulating spaces for communities to enjoy including children and those with additional needs.

The following resources may be useful if you are considering a sensory garden:

- o Gardeners World - How to Create a Sensory Garden
- o Sensory Trust - Sensory Gardens Planning

The National Botanic Garden of Wales has a sensory trail which takes visitors through a tour focusing on heightened senses from strong scented flowers such as red boronia and the softness of shrubs including downy phylica. There are also a number of brightly coloured and textured flowers to enjoy.

Fruit Orchard

Fruit orchards can provide fresh, locally grown fruit for the community and provide a relatively low maintenance opportunity. Carmarthenshire, particularly the Tywi Valley, was once a County known for its fruit production and new orchards can help preserve this heritage.

 Keeps Wales Tidy has resources and funded packages available for not-for-profit groups to help you get started.

Orchards are a hotpot for biodiversity, supporting a wider range of wildlife. Additionally, they can be combined with other land uses such as play areas, sports fields, and amenity spaces amongst residential housing.

Working in collaboration with Incredible Edible, Pontyberem Park Association has created Sky's Community Memorial Orchard. The site offers opportunities for the local community to get involved in planting and maintenance along with providing fruit for communities and habitat for wildlife.

Allotment

Allotment sites offer an opportunity for individuals and groups to rent plots to grow their own produce. They can be a great asset to bring people together over a shared interest in gardening, improve wellbeing and promote healthier lifestyles. Allotments can be run privately, by community groups and charities, Town or Councils and Local Authorities.

The following resources may be useful if you are considering setting up a local allotment site:

- o National Allotment Society
- o Welsh Government - Community Growing Guidance

Dinefwr Allotments is run by Cymdeithas y Dalar who rents out 61 half plots at their 1.23 Ha site. They have a number of facilities available to their 100 members including two polytunnels, a car park, water source and compost toilet

Step 5: Securing the Land

Once you have an idea of the kind of space you want to create, it is important to find a site that suits your needs as best as possible. You may look into:

- o Publicly owned land which may be eligible for community asset transfer or lease.
- o Land owned by charities or religious groups.
- o Privately owned land to rent or purchase.

Please see Part D for further guidance on identifying and obtaining land.
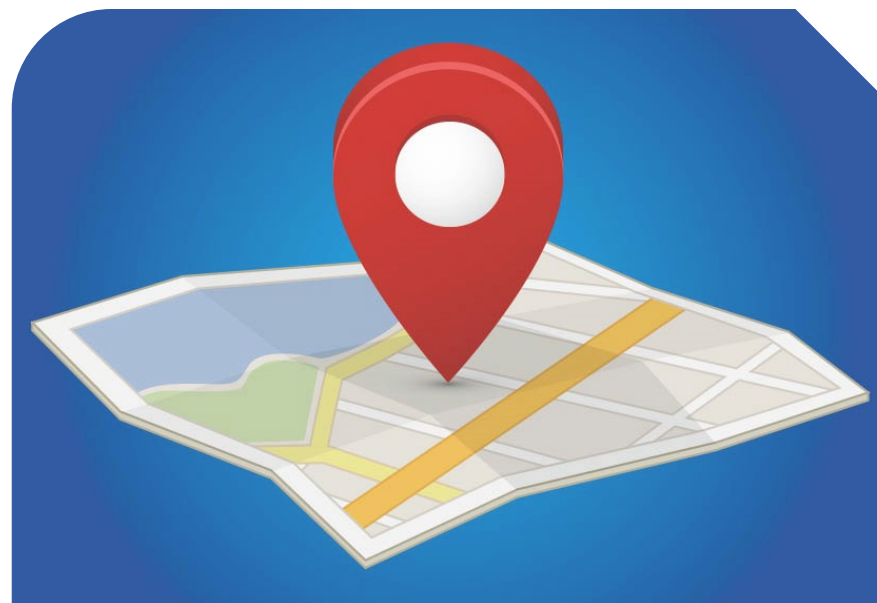
Step 6: Understanding the Site

Once you have found and secured an appropriate site, you need to make sure that you understand the following features which will support the design process:

- The size, shape and topography of the site will inform the design layout. Google Earth can help map this.

- It is vital that you understand the permeability of the site and identify areas which may be at risk of flooding. This will include outlining the drainage and surface water run-off direction.

- Being aware of the soil and geological landscape of the site will help to inform whether the land is suitable for the proposed use.

- Understanding previous site uses will help you identify if there are any risks of pollution/contamination. Soil testing can be a useful method of highlighting risks which can then be mitigated against.

- Invasive species could cause significant issues, so it is important to be aware of any from the beginning. The Non-Native Species Secretariat provides resources which may be helpful in managing any identified invasive species

It is important to remember that you are unlikely to find a 'perfect' site. You may need to adapt to certain challenges or conditions that you cannot change. For example, there may be challenges with noise due to proximity to a highway. Whilst this may an important asset through public transport links, it may be difficult for others and could require mitigation to ensure everybody's safety.

Part C: Planning & Governance

Key Considerations

There are some key elements which must be considered when looking to deliver community-led GBI. Per Step 2, it is vital that a Core Group is established to support the implementation of the project, this working group will need to agree upon the following at an early stage:

o Accessible method of communication. This could include emails, WhatsApp, face to face meetings, or a combination of a number of methods.

o What the overarching aims of the group and subsequent space will be?

o The beneficiaries of the site, how they will be engaged and how the space will be promoted?

o How any personal information will be managed and safely stored?

o How will the project be funded. How much is needed?

o How the site will be managed and maintained in the future. Ask yourselves, will it require ongoing funding? Will volunteers be needed? How will any repairs or equipment replacements be funded?

o How will you ensure equity? For example, if there is communal growing, how will produce be distributed equally? How will you minimise produce waste sustainably? Can surplus produce be donated to a local charity? Are there opportunities to facilitate cooking classes or share information?
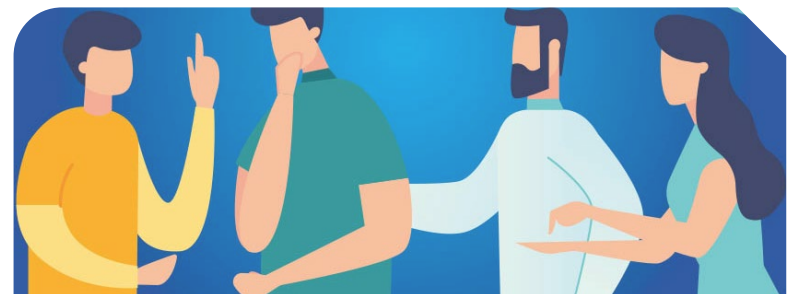
Group Structure & Governance

Once you have set up your Core Group and agreed on the above considerations, you will need to decide upon the legal structure of the group.

The Resource Centre has information on legal structures.

Social Enterprise

A social enterprise is a term used for groups that have a business model with a specific focus on maximising social and environmental benefit. There are several structures of social enterprise including Community Interest Companies (CIC), B-Corps, and Community Benefit Societies. For more information, visit Social Enterprise or Cwmpas.

Unincorporated Association

An unincorporated association is a group of people who have come together for a particular purpose, who are not seeking to make a profit and do not want to follow a formal structure.

Charity

A charity is a not-for-profit organisation with objectives that focus on public benefit or the benefit of a specific group.

Health & Safety

It is important to think about the health and safety requirements of the site that you are legally responsible for. The types of responsibilities depend on the activities being undertaken. For example, construction is covered by the Construction Design and Management Regulations.

Please visit the Health and Safety Executive website for information which can help you manage the health and safety of visitors to your site.

Insurance

After the site has been secured, you are legally responsible for the safety of those visiting the site. To protect yourself from any incidents, it is advised that you take out an appropriate level of public liability insurance. This will cover you against any injuries that may occur. Further information can be found at the Resource Centre.

Finances

You may not need a bank account to begin with, but if you are considering funding, it may be beneficial to set up a dedicated bank account. This will be useful to ensure all funding is secured in once place and transactions can easily be recorded. Many banks offer specific bank accounts for not-for-profits and other types of community groups. Information on some of the bank accounts available can be found here.

Funding

The type of funding you may be looking for will depend on the structure and type of project you are undertaking. Some funding options may be available if you decide to become a social enterprise, whereas others may be available for charities or community groups.

Initial funding could be sourced through crowd funding or private donations. You may also be eligible to apply for grant funding such as the National Lottery Community or Heritage Fund. It is worth noting that grant funding can often be a competitive and complex process, especially for larger grants. If possible, it would be helpful to gain the support of organisations or individuals who have experience of grant applications.

Funding Wales and Carmarthenshire County Council advertises a number of funding opportunities.

Local Places for Nature also receive funding to enhance and create greenspaces on publicly owned land. Please contact the project officer to discuss any available opportunities.

You can also contact the Community Bureau who may be able to advise you on appropriate funding opportunities, their email address is: communitybureau@carmarthenshire.gov.uk

Alternative funding guidance can also be found at:

- Carmarthenshire County Council - Community Funding
- Resource Centre
- Social Farms & Gardens
- National Allotment Society

Please note that grant funding often requires reporting and monitoring with specific outputs. It is important to ensure you read and prepare for such commitments early in the delivery period. This may include qualitative and quantitative data such as the number of people visiting the site; surveys from attendees focused on a specific output such as wellbeing; or more complex data such as environmental improvement. You will need to be mindful of your commitments and record the relevant information throughout the process.

Regardless of the type of funding you decide to obtain, it is vital to think about budgeting and long-term financial requirements of the project from the start. This will help to identify and factor in the immediate and ongoing costs.

Sustaining & Maintaining the Site

Once you have begun developing the space, you may consider arranging volunteering opportunities to either help set up or maintain the space. Working with volunteers is a great way for communities to get involved and feel connected to the space, but you must carefully consider how you will manage and support volunteers during their time with you. You can advertise such opportunities through Carmarthenshire Association of Voluntary Services.

Further guidance can be found on the Resource Centre website.

There may be alternative opportunities if the Core Group does not envision undertaking the long-term management of the site. In this instance, contact third sector organisations, charities, or the local Town or Community Council who may be willing to discuss adopting or assisting in the future maintenance and/or management of the site.

Part D: Obtaining a Space

Identifying & Securing the Site

For some, identifying and securing a site may be one of the more challenging elements of the project, or, for others it may be the identification of the site which sparks the initial idea for the project.

When looking for land, in the first instance you'll need to decide if you are seeking to purchase or lease it. Once this has been decided, you may find it helpful to ask the surrounding community if they are aware of any land which might be suitable. This could include speaking with local landowners or businesses. It might also be helpful to contact other projects/organisations delivering similar interventions within the county as they may be aware of land available.

Social Farms and Gardens also have resources on finding suitable land.

If you identify a site but are not sure who owns the land, you can search for land and property information.

If you are seeking to use land owned by your local Town or Community Council, it would be best to contact them first to establish whether they would be interested in leasing or selling the land. Please note that such land may be subject to restrictions, and they may be limited to what can be done with the land depending on how it was obtained and the conditions surrounding it. For land owned by Carmarthenshire County Council, please visit our website which has a number of resources including information on community asset transfer.

If you find a site you would like to lease, you will need to make sure that the correct type of lease is signed and contains all relevant information. This is important as it guarantees you the use of the land and provides the landowner with reassurances on what has been agreed. It may be beneficial to seek legal advice. For further information, see Social Farms and Gardens guide on leases.

When seeking an appropriate site, it is important to consider the need for planning. Certain sites may have constraints which preclude building so you will need to think carefully about the site and the type of infrastructure you may want to include at an early stage.

Registration of Land as a Town or Village Green

Unlike other parts of the UK, Wales does not currently have a designation for Assets of Community Value. However, some land may be eligible for protection as a Town or Village Green. Registration can safeguard land from development and provide a right for open access and recreation.

There may be fees associated with the registration of common land. Please find further information, including contact details for Carmarthenshire's Common Land Officer, on our website.

Welsh Government has produced guidance for the completion of an application for the registration of land as a Town or Village Green.

The Open Space Society also has a step-by-step guide on how to decide whether a space is eligible for registration and the application process.

Part E: Designing Community Spaces

Designing the Space

Once you have secured the land and have a full understanding of the site, you can begin designing the space. When developing designs, you may need to consider the following topics:

Materials

Locally sourced, sustainable resources should be used where possible. It is important to also consider the longevity of different materials especially in relation to the environment you are based within. Where possible, using locally sourced, reclaimed, or recycled materials can support local business, promote a circular economy, and reduce waste.

Drainage

The space needs to be designed to ensure that it is flood and drought resilient. This could include minimising areas that create large amounts of surface run off by utilising Sustainable Drainage Systems (SuDS) and/or permeable materials.

Traditional surface water drainage systems can increase the risk of flooding on your site so it's important to design the site appropriately. SuDS imitate the natural drainage process to alleviate against the risk of flooding. SuDS can also improve water quality and create both biodiverse habitats and new recreational spaces.

If you are considering building on the site, it is important to remember that any building over 100sq m will require a sustainable drainage application to the SAB department of the local authority. The application will need to show how drainage has been addressed.
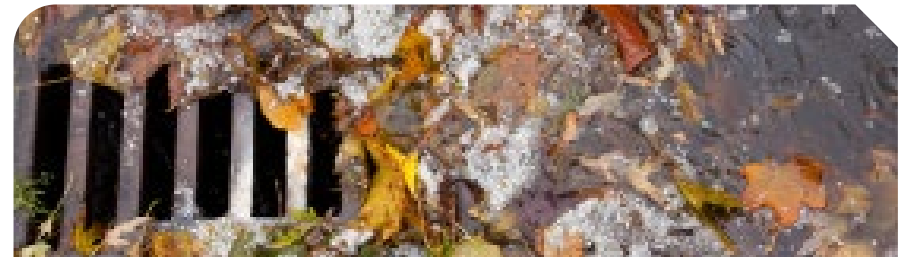
Accessibility

A community space needs to be accessible for the individuals it serves. Accessibility must be considered at an early stage to prevent exclusion and expensive retrofitting. Accessible designing could include wider paths for wheelchair access, varied forms of seating, or raised flower/planting beds.

The Sensory Trust provides resources on designing accessible spaces. It is also important to create a layout which ensures people feel safe. Research conducted by the University of Leeds may prove useful in ensuring this.

Planting

To maximise the longevity and productivity of any planted areas on site, you will need to think about what is best to plant – think 'right plant, right place'. Native and local provenance plants which support pollinators should be prioritised as they are generally lower maintenance, acclimatised to local conditions, and provide habitat for local wildlife.

If you are considering planting trees on the site, you need to carefully consider what type of tree is most appropriate depending on the location, situation, in addition to future maintenance requirements. It may be beneficial to seek advice from a professional who can suggest the most appropriate type and location for trees. Also, whilst it might be more expensive to buy and plant a more established tree rather than a sapling, if the correct type is chosen and properly planted, it may be more likely to succeed. The Woodland Trust has further information on choosing the right tree.

Designing for Biodiversity

Thinking about how the site can support biodiversity is a key consideration which can help tackle the nature emergency. Firstly, you need to understand what biodiversity is already present on site, including any protected species. You can then look at how to further support such species and encourage more biodiversity such as planting native wildflowers for pollinators.

You can discover Carmarthenshire's priority species and habitats [here](#).

For additional information on how you can support pollinators, please visit the [National Botanic Garden of Wales](#).

Sanitation & Waste Management

You will need to consider what facilities the site has to deal with sanitation and waste. If there are currently no facilities, you will need to think about whether such facilities are needed. For example, you could consider adding compost toilets and green waste composting facilities.

Toilets should not be installed without seeking professional advice and may need planning permission. The requirements may vary depending on the site's location, but adequate foul drainage will need to be installed and demonstrated.

You may also need access to water, either by a mains supply or rainwater collection. Whether a water source is needed will be dependent on the site itself and proposed activities. Dŵr Cymru have guidance on the process of getting mains water supply installed along with the associated costs:

Sheltered Areas

An element which is often forgotten when designing accessible space is shaded and sheltered areas. Whilst you may think that maximising sunlight on the site is important for greenery and plants, it is important that you incorporate sheltered areas too. This will help to avoid issues such as sunburn and heat stroke in the warmer months. Such areas can also be useful to facilitate workshops which can be delivered in all weathers if appropriate shelter is available.

Planning Permission

Once you have begun developing your designs and have an idea about the type of elements you might want to include, you will need to identify whether planning permission is required. Whether or not you will need planning permission is dependent upon the scale of the changes, the current use of the site, and where the project is located.

Please note the following section has been created to provide an overview of planning policy at the time of writing and is not exhaustive. This is subject to change and should be checked directly with your Local Planning Authority (LPA) or a planning professional.

Social Farms and Gardens have made resources on this topic:

- o [Do I need planning permission?](#)
- o [Gaining planning permission](#)
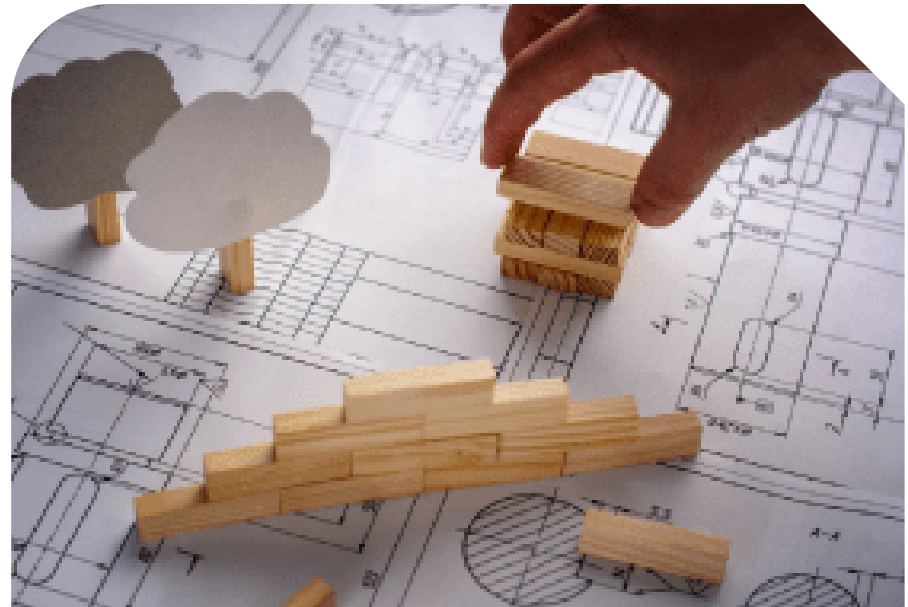
Examples of possible planning considerations related to GBI assets have been included on the next pages.

Sheds & Other Structures

Sheds and other structures such as compost toilets, polytunnels and greenhouses may be considered development which, in turn, could require planning permission. Speak directly with your LPA to identify whether the structure you would like to erect requires planning.

Areas of Hardstanding

If you are looking to put in a driveway or parking on the site, you may need to obtain planning permission. This may depend on the proposed material, particularly as impermeable materials such as tarmac could impact the natural drainage of the site.

Sustainable Drainage Systems

Certain developments are required to also submit a SuDS application. It can be submitted with a planning application or separately, although you cannot receive planning permission without prior approval from the appropriate Sustainable Drainage Approval Body. This requirement ensures that the development demonstrates compliance with the SuDS standards for design, construction, operation, and maintenance of surface water drainage systems.

For further information on SuDS application, please visit our website.

Solar Panels (non-domestic)

The Welsh Government guidance states that in most cases installing solar panels on non-domestic land is unlikely to require planning permission. However, there are some conditions which must be met, see link below for further information.

- o Planning Permission: Solar Panels (non-domestic)

Trees & Hedges

You will need to check the status of trees if you are considering pruning or felling them as they may be protected by tree preservation orders. Additionally, under the Hedgerows Regulations 1997, it is against the law to remove most countryside hedgerows (excluding those forming garden boundaries) without permission. You should follow the guidance below and please contact your LPA if you are unsure.

- o Planning Ecology - Trees
- o Planning Ecology - Removing a Hedgerow
- o Planning Permission for Trees & Hedges

Biodiversity

If you are submitting a planning application, you may also be required to provide environmental surveys and environmental impact statements. It is recommended that you consult with your local authority to discuss the requirements.

Planning Advice

Whilst Planning Application Guidance is available online, it may be best to speak with a planning professional who can best advise you on whether you need to submit a planning application. If you are ever unsure, it is recommended that you make an enquiry to your LPA. This will give you a stronger understanding of the factors you need to consider and may save time and money.

Within Carmarthenshire, you can submit planning enquiries to:

- o planning@carmarthenshire.gov.uk or;
- o planning.enquiries@beacons-npa.gov.uk if your site resides within the Bannau Brycheiniog National Park.

Dependent on your proposed development, LPAs also offer a Pre-Application Service which may help to make a quality application that is faster to process. It can provide an understanding of the questions that will be taken into consideration when determining an application.

Other Planning Support

You may be eligible for free planning guidance from Planning Aid Wales which offers support to the public and community groups. To determine if you are eligible, please visit their website which also has a number of useful resources for those seeking to obtain planning permission.

The Community Land Advisory Service Cymru is a Welsh Government Funded Programme which provides support and advice on a number of key areas, including qualified and experienced planning advice.

Part F: Resources & Support

Resources

There are a number of resources to support communities. The following table collates the resources previously mentioned along with other additional resources which may be useful.

Information for Community Groups	
Carmarthenshire Association of Voluntary Services	https://cavs.org.uk/
Community Land Advisory Service Cymru	https://www.farmgarden.org.uk/projects/clas-cymru
Cwmpas	https://cwmpas.coop/
Galaxy Digital	How to Conduct a Community Needs Assessment & Examples (galaxydigital.com)
Keep Wales Tidy	https://keepwalestidy.cymru/
Locality	https://mycommunity.org.uk/files/downloads/Engaging-your-community-in-a-meaningful-way-2021.03.24.pdf
One Voice Wales	http://www.onevoicewales.org.uk/OVWWeb/guides-36946.aspx
Open Space Society	https://www.oss.org.uk/getting-greens-registered/
Resource Centre	https://www.resourcecentre.org.uk/information/
Third Sector Support Wales	https://thirdsectorsupport.wales/

Information for Allotment Holders and Associations	
Allotment and Gardens website	www.allotment-garden.org
The National Allotments Society	www.nsalg.org.uk
Welsh Government	https://www.gov.wales/sites/default/files/publications/2021-03/allotments-and-community-growing-guidance-growers-growing-groups.pdf

Information for Community Growing Groups	
Carmarthenshire Food Network	Food Network - CGGSC~CAVS
Community Gardening	https://www.community-gardening.org/
Community Land Advisory Service, CLAS Cymru	www.communitylandadvice.org.uk
Garden Organic	www.gardenorganic.org.uk
Gardeners World	https://www.gardenersworld.com/
Groundwork Wales	www.groundworkwales.org.uk
Incredible Edible	https://www.incredibleedible.org.uk/
Keep Wales Tidy	www.keepwalestidy.org
Non-Native Species Secretariat	https://www.nonnativespecies.org/
Permaculture Association	www.permaculture.org.uk
Royal Horticultural Society	www.rhs.org.uk

Information for Community Growing Groups	
Sensory Trust	https://www.sensorytrust.org.uk/
Social Farms and Gardens	www.farmgarden.org.uk
Social Farms and Gardens Community Growing Resource Pack	www.farmgarden.org.uk/resources/communitygrowing-resource-pack-wales
Soil Association	www.soilassociation.org
The National Allotments Society	www.nsalg.org.uk
The National Botanic Garden of Wales	https://botanicgarden.wales/our-work/research/saving-pollinators/
The Woodland Trust	https://www.woodlandtrust.org.uk/plant-trees/advice/choose/

Funding Opportunities	
Big Lottery Fund	www.biglotteryfund.org.uk
Carmarthenshire Community Bureau	https://www.carmarthenshire.gov.wales/home/council-services/community-information/community-funding/
Carmarthenshire Community Fund	https://www.carmarthenshire.gov.wales/home/council-services/community-information/community-funding/
Community Foundation Wales	https://communityfoundationwales.org.uk/grants-overview/
Community Ownership Fund	Community Ownership Fund round 2: prospectus (not in use) - GOV.UK (www.gov.uk)
Funding Wales	https://funding.cymru/
Tesco Community Grants	tescostrongerstarts.org.uk

Funding Opportunities	
Wales Co-operative Centre	www.wales.coop
Wales Council for Voluntary Action	www.wcva.org.uk

Other Resources	
Business Wales	www.businesswales.gov.wales
Carmarthenshire County Council	https://www.carmarthenshire.gov.wales/
Charity Bank	https://www.comparebanks.co.uk/banking/best-charity-bank-accounts/
Green Flag Awards	https://www.greenflagaward.org/media/2424/safer-parks-executive-summary-final-web.pdf
Health and Safety Executive	https://www.hse.gov.uk/index.htm
Natural Resources Wales	https://naturalresourceswales.gov.uk/flooding/check-your-flood-risk-on-a-map-flood-risk-assessment-wales-map/?lang=en
Social Enterprise UK	https://www.socialenterprise.org.uk/
Welsh Government	https://www.gov.wales/planning-permission-solar-panels-non-domestic

Summarised Checklist

☐ Identify need for a specific space.

☐ Formalise a core group of people to work towards the creation of the space and agree on the governance structure.

☐ Engage as many people as possible to ensure the type of space and design reflect the wishes of the community.

☐ Identify an appropriate site.

☐ Speak with the landowner and agree which option you would like to proceed with.

☐ Prepare and negotiate a lease agreement or prepare the purchase of the land.

☐ Set up a bank account and purchase insurance.

☐ Seek funding if required.

☐ Design the space in collaboration with the community.

☐ Identify whether planning permission is required, communicate with the Local Planning Authority, and obtain permission.

☐ Coordinate and undertake work at the site.

☐ Organise the long-term maintenance and stewardship of the space.

☐ Officially open the site to the community.

☐ Regularly review site success and identify any areas for improvement.