



④

# Coeden Fach Tree Nursery Design

**By Witchhazel Wildwood**

INTRODUCTION	1 Design Summary and Criteria 2 Design Process
SURVEY	3 Survey Introduction 4A Permaculture Design Day 4B Minutes of Meeting 2/9/09 5 HM Land Registry Plan 6 Survey Maps
ANALYSIS	7 SWOC, Principles and Ethics
DESIGN 1	8 Design One Notes 9 Design One
TWEAKING	10 Meeting Minutes
IMPLEMENTATION 1	11A Implementation (Phase One) 11B Site Pictures 2009 12 AONB SDF Grant Application (excerpt) 13 Action Plan 2010 14 End of Year Report 2010
DESIGN 2	15B Design Two Notes 16 Design Two
IMPLEMENTATION 2	17 Site Pictures 2011 18 Action Plan 2011 19 Risk Assessment form
DESIGN REVIEW	20 Design Review

## **Coeden Fach Tree Nursery Design      Summary and Criteria**

Coeden Fach Community Project were lucky to be offered Lower Hareslade Farm Field in the summer of 2009. It was agreed that of the 3 acre field, we would have use of the top 1.6 acres, and the landlords (The Noel family) would use the bottom area nearest the farm for an orchard (which we would help them with). The field had been used by the previous owners for various agricultural purposes – potatoes, brassicas, grazing for horses, sheep and geese. For the last 10 years it had been mainly unused and was now overgrown with brambles, some bracken, dock, creeping buttercup, nettles. After negotiations took place, it was agreed we would have use of the field for 10 years and we started our permaculture design for the field in the autumn. As Project Coordinator and initiator, I led the design process. At this point I was the only member with any Permaculture training.

### **VISION**

Our primary vision was for a community tree nursery, growing local provenance trees from locally gathered seed. We wanted to grow trees using organic methods and permaculture principles. Our aim was to set up nursery beds over a period of time. We were hoping for a site office, a tool store and water storage on site (the field had no water source). One of our members had already grown 5,000 oak, ash and hazel which she agreed we could move to the site once it was ready, and we would sell them for her.

In addition, we wanted a design that would demonstrate sustainable land management principles and become an educational resource where we could invite schools groups and run training courses. A demonstration forest garden would be included in the design.

Witchhazel Wildwood January 2011

## How this design meets the Assessment Criteria

<b><i>Criteria</i></b>	<b><i>How I meet it</i></b>	<b><i>Where in the design</i></b>	<b><i>Section No</i></b>
Demonstrating design skills	Used design framework Used variety of tools and techniques Used methods that suit the situation Coherent, effective design Documentation for third parties Progression in learning Fluency with design tools	Design Process Sheet Survey Maps  Review Design 1 & 2 AONB Grant Form End of Year Report Design Process Sheet Review Survey Maps	2 6  20 9, 16 12 14 2 20 6
Applying to work and projects	I facilitated setting up a tree nursery site using permaculture principles	Permaculture Principles Implementation Pictures	7 11A 11B, 17
Community Building	I facilitated setting up a community tree nursery	Implementation AONB SDF Application End of Year Grant Report Pictures	11A 12 14 11B, 17
Evaluation and Costings	I evaluated and costed the first year of the project	End of Year Grant Report	14

## Coeden Fach Tree Nursery

## Design Process

Once we had agreed the use of the field with the Noel family, I initiated a design process. See 'Minutes of Meeting 2/9/09'

### Survey

On 15/9/09 and 17/9/09 I led a group of members to start the design process. See 'Permaculture Design Day' and 'Minutes of meeting 2/9/09'.

See 'Survey' for our survey process which includes plans (see HM Land Registry plan) and the survey maps that were drawn up. These include sectors, topography, soil, vegetation, wildlife and shade.



### Analysis

I made an analysis of the site (See 'Tree Nursery Site Analysis') including SWOC, Permaculture Principles and Ethics



### Design 1

As a result of our group analysis, I drew up the first design in September 2009. See Design 1.



### Tweaking

The design was tweaked by the group see 'Design Meeting 17/11/09'

The design was tweaked again by the addition of buildings see 'Minutes of Site Meeting 8/12/09'



## Implementation (Phase One)

I put in a grant application to enable our vision to happen (see 'Gower AONB Sustainable Development Fund'). Between September 2009 and December 2009 we carried out the initial work of clearing brambles, creating access and putting up a gate. We then created an Action Plan for work during 2010. See 'Growing (only) Action Plan 2010' This action plan shows the process of creating the design – from bramble clearing, sheet mulching, bed preparation, seed collecting and preparation to transplanting young trees. Our grant 'End of Year Report' outlines the implementation for the first 6 months at the site.



## Tweaking

We continued to work on the design while carrying out the implementation. This included detailed consideration of a planning application, which would be necessary because we are in an AONB (Area of Outstanding Natural Beauty) area. We reviewed our plans for the main building, and changed our vision for a round open building, which would be much more... See 'Planning Sub Group Meeting 25/11/10'

## Design 2

This design shows the increased seed bed area and the addition of the forest garden, pond and the open shelter. We have also marked in where the fruit trees will go at the lower part of our site.



## Implementation (Phase Two)

Our 'Site Action Plan Jan to Dec 2011' shows the next stage of work on the design – including creating a fertility patch, running training, moving heeling in beds, making more seed beds, planting a new hazel hedge, grafting apple trees, planting some fruit trees and beginning a forest garden.



## Maintenance

The 'Site Action Plan Jan to Dec 2011' also demonstrates the maintenance we have done – Summer watering, weeding, mulching of trees, strimming, cleaning out the track drainage channel; Winter - more seed collecting and transplanting of trees.



## Implementation (Phase Three)

Our next phase of implementation will involve putting in the buildings and pond once we have obtained the planning permission. This was on the plan for 2011 but delays with the lease have put the process back until 2012. We will also be starting work on our forest garden area during the winter 2011-2012.

**Coeden Fach Tree Nursery Design**

# **Survey**

Survey Introduction

Permaculture Design Day

Minutes of Meeting 2/9/09

HM Land Registry Plan

Survey Maps:

Wildlife

Herbaceous Vegetation

Topography of Site

Site Sectors

Shade Diagram



## Coeden Fach Tree Nursery

## Survey

In early September 2009 we made an agreement for use of our new tree nursery field. (See Minutes of Meeting 2/9/09). Our first task was to get to know the field and make a detailed survey ready for a site design.

To start off our survey I led two permaculture design days at the site and we held our first meeting there. The aim was to involve as many of our members and committee as possible in the design process.

To help us in our survey we had a copy of the HM Land Registry Plan. As a result of the survey week, I drew up our findings into various survey maps – a map of wildlife, herbaceous vegetation, the sectors and a shade map. We were also fortunate to be able to get a professional topography map of the site drawn up.

We started to get a feel for the site, what elements we wanted and their possible placement, so I was then able to move onto an analysis. In the meantime we started the initial clearing work with a team of volunteers.



I led this design day at Coeden Fach Tree Nursery in autumn 2009.

## Permaculture Design Day

### ARRIVALS AND TEA (10.00 am)

1. Grounding from Starhawk:

Ground in a wide circle. Close eyes, sniff air, taste air with back of throat, feel air on skin, open ears to sounds all around, open eyes and add visual information. Now wiggle fingers outstretched to see how wide vision can go. Now keeping connected to ground and senses, take a walk into the field for a minute or two and then return.

2. Share names and why we are here

3. Introduction to Permaculture. Questions

4. Run through Permaculture Principles

### TEA BREAK

5. Half hour practical setting up basic compost toilet

6. Observation Exercise "What does the land tell us?" (5 mins)

7. Draw up plan of the site as it is.

8. Begin list of elements – what we want.

### LUNCH

9. Observation – smell the earth in different areas of the field

10. Recap Principles – Talk and Listen Ex

11. Introduction to Zones. Draw map together

12. Introduction to Sectors. Draw map

### TEA BREAK

13. Short practical – fix up entrance gate.

14. Observation ex – Patterns

15. Begin Design in two groups

16. Handout.

CLOSE – round – 1 thing I learnt, 1 thing I want to develop more.

Followed by Site Meeting:

Look at work done today and add to. Discuss how to obtain resources and who will do what over next 2 weeks.

## **Coeden Fach**

### **Minutes of Meeting 2 September 2009**

Present: Scott Blytt Jordens (minutes), Witchhazel Wildwood, Dai Morris, Gaia Nightingall

Apologies: Alan Woodman, Camilla Newton, Natalie Davies

#### **Site**

The site proposal has been agreed by both the Noel family and Coeden Fach. Hooray! The agreement is a 10 year lease with £50 per annum peppercorn rent for first 3 years. Lease to be drawn up. Planning letter to be finalised and sent off.

Signs have been put up at the site and locally, resulting in several volunteer offers already. Dai has done good liaison work locally with Bob Hasty, Councillor Keith Marsh and Havod Evans (neighbour with access track). Feedback so far is positive, and Keith Marsh has sent us the forms to apply for Gower SDF funding. (This has been previously mentioned by Alan also).

Witchhazel asked Wendy if the field had a name, but she is not aware of one. Dai to research, and we could ask Noel's to choose name if it doesn't have a historic name.

We agreed to keep the Bishops Wood tel on the site info, but to continue to use Gaia's and WH mobile's for other leaflets.

We discussed immediate need for tool storage and volunteer shelter. Dai has been offered a caravan for the site by Helen Isles. It is free, but small and needs work. WH expressed concerns about caravan causing planning complications. So we agreed to put word out for a lockable storage container or van for tool storage – needs to be metal and secure and FREE! Also to put word out for tarps to create volunteer shelter and hessian backed carpet for mulching large areas.

We agreed to run two days to draw up permaculture site design for committee (and Noel's to join in if they wish) on Tuesday 15 September and Thursday 17 September 10 – 5. WH will lead permaculture introduction and facilitate creation of initial site design. Activities to include soil survey, species list, shade map, resources list – what's available on site, what we need to bring in etc.

A site meeting will be held on Tuesday 15<sup>th</sup> September at 5pm. All committee welcome. The idea is to enable everyone to have a chance to input into site design and feel part of the process.

The following week we will invite volunteers to join us on site for site development. Tuesday 22 and Thursday 24 September. Dai has taken volunteer list to let all our old and new volunteers know the dates.

## **Date of Next Meetings**

**Site Meeting: 15<sup>th</sup> September 5pm – 6.30pm** Lower Hareslade Farm field site.

**General Committee Meeting: Wednesday 7th October 2009, 6-8pm.**

Bishopswood Countryside Centre

# H.M. LAND REGISTRY

TITLE NUMBER

## WA 268552

ORDNANCE SURVEY  
PLAN REFERENCE

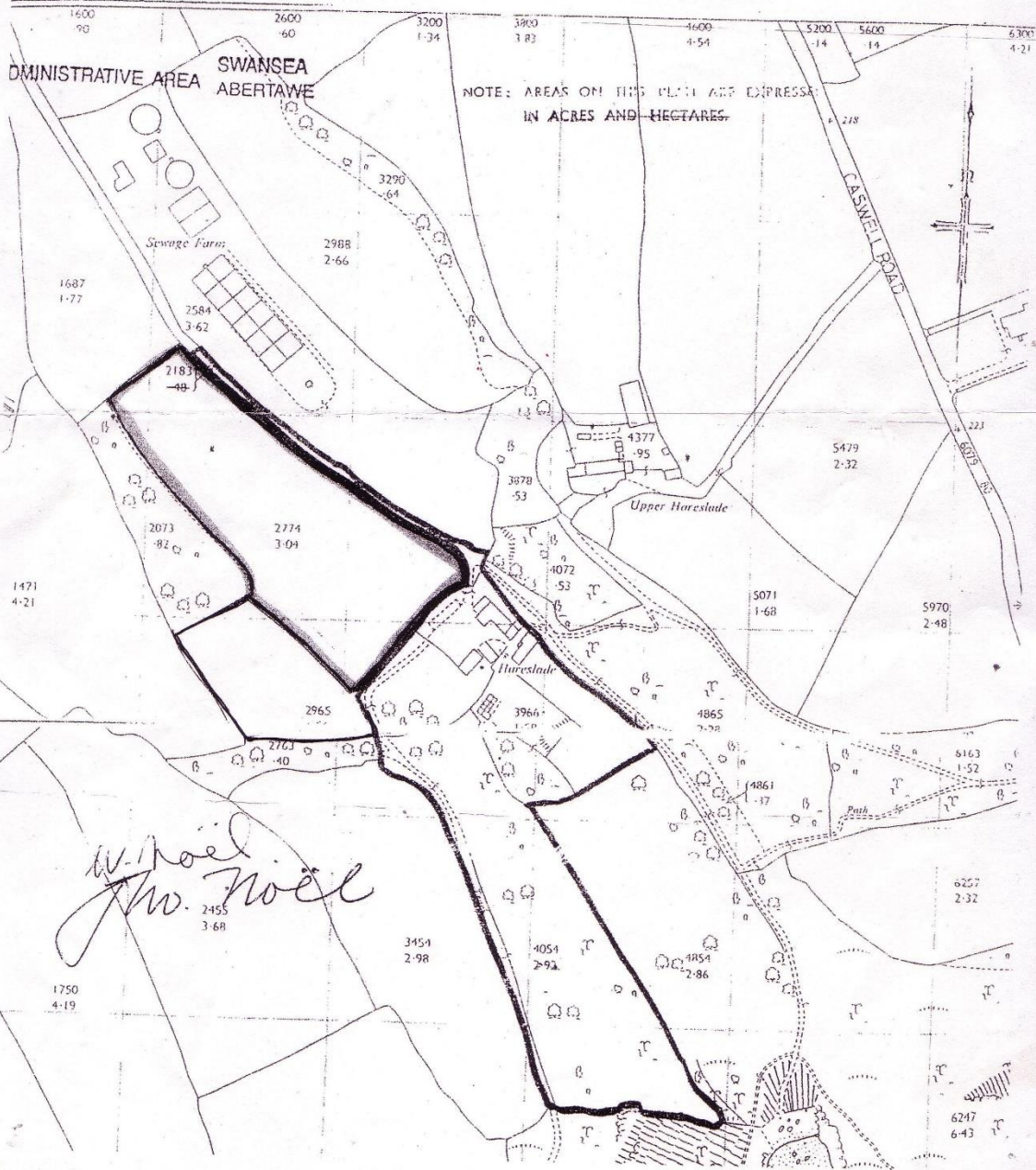
SS 5887

Scale  
1/ 2500

COUNTY WEST GLAMORGAN

DISTRICT SWANSEA

© Crown copyright





Soil samples

- ① Light, sandy
- ② Light, sandy
- ③ Light, sandy
- ④ Light, clay (all acid pH)

Herbaceous  
Vegetation



Track

Species

- Dock
- Rosebay willow herb
- Bracken
- Bramble
- Milk thistle

Nettle

Grasses

- Umbellifers
- Bindweed
- Goosegrass
- Deadly nightshade
- clover
- buttercup
- silver leaf
- ragwort
- heart's tongue fern
- woundwort



Farm

Wildlife



Animals

Pheasants  
Foxes  
weasels  
Badgers

Dragonflies  
Lizards  
Wasps

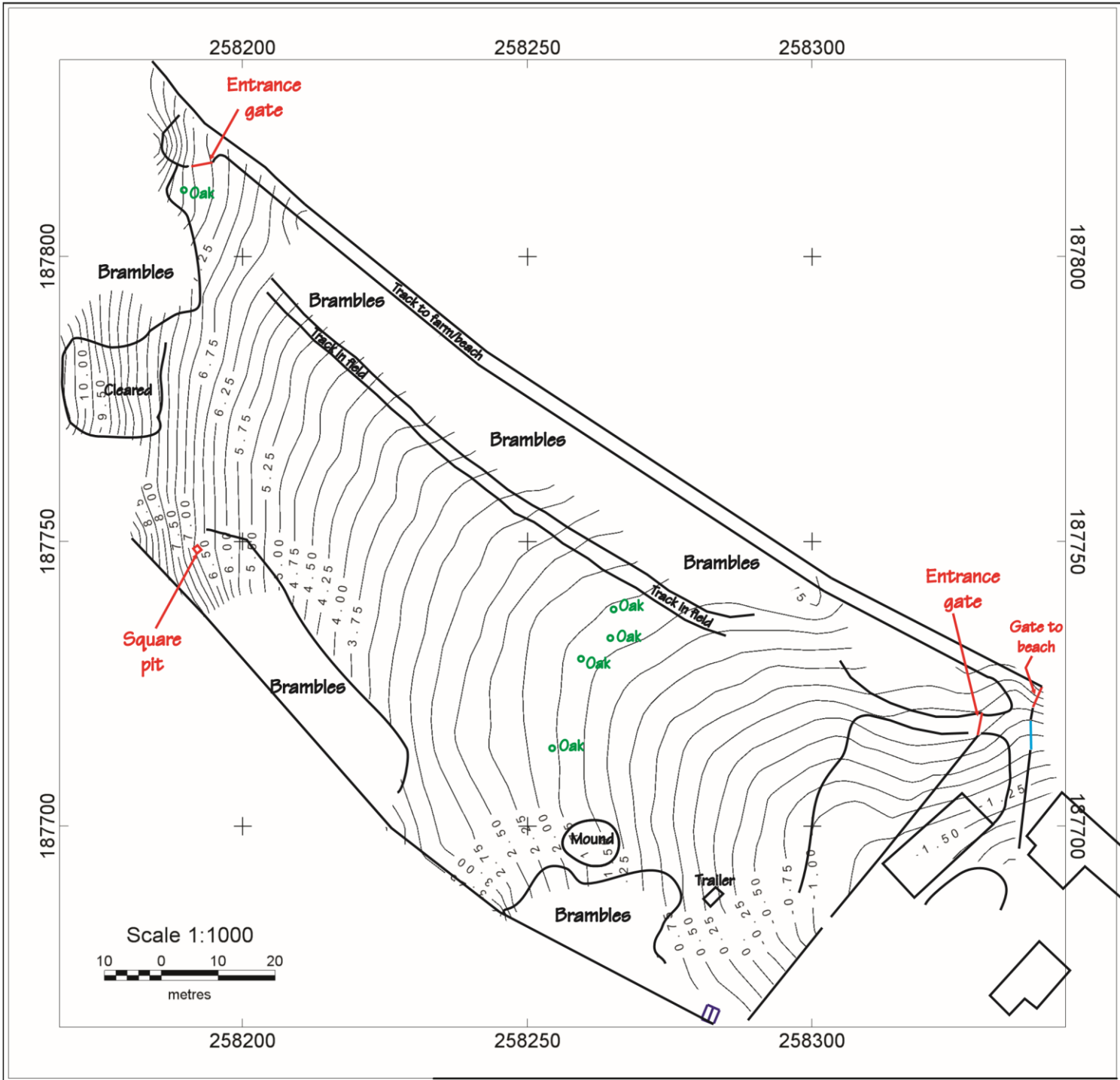
and more!

Birds

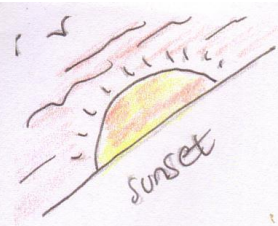
Mush  
Greater spotted woodpecker  
Nuthatch  
r Bullfinch  
Longtail firs  
l Goldfinches r  
Great tits  
Wren  
Buzzard r r  
Jay  
Crow  
Kestrel



# Coeden Fach topographic map



25 November 2009



Shade  
diagram.



Shade  
1 pm  
autumn  
equinox

Shade  
5 pm  
autumn  
equinox



Track

Sunrise

Farm



**Coeden Fach Tree Nursery Design**

# **Analysis**

SWOC Site Analysis

Permaculture Principles

Permaculture Ethics

# Tree Nursery Site Analysis

## Strengths:

- South facing field
- Previous agricultural use – soil fertile
- Minimum of 4 volunteers at most regular sessions.
- Up to 40 volunteers per year. Lots of enthusiasm
- Innovative practices – permaculture, organic growing
- Near sea but sheltered
- Privately owned, low rent
- 3 year grant for site development costs
- Near to most site team and committee members.
- Various skills in team – organic growing, permaculture, arboriculture, business, community, organisational.

## Weaknesses:

- Access limitations of our site
- Occasional communication problems with landlords
- High clay in certain areas – heavy to work in winter
- AONB – planning difficulties
- No water in field

## Opportunities:

- AONB – funding and environmental support
- Collect water run-off from track
- Footpath to beach running past field – interaction with community
- Local chalet community next door – community support

## Constraints:

- Lease not yet signed!
- Recession – difficult to finance the site work
- Cows, dogs, pheasants, mice - all can damage/eat trees
- Isolated site – some litter, possibly weekend trespassing.

# **Permaculture Principles**

## ***Observe and Interact***

We observed the field over a period of time. I had observed it for a year walking past on my way to work. When we took on the field we talked to local people about the history of the field and found out it had previously been farmed 20 years ago - cabbages and potatoes were grown there, and geese and sheep had been grazed. In the last 10 years since it had changed hands, horses had occasionally been grazed in the field but mostly it had been left to succession. We held an open day to enable the local community to come and be involved in our project. We planned to spend the autumn of 2009 making more detailed observations of the field. When we began clearing the brambles we did this by hand, to enable us to move slowly through the field and take into account what we found. This process enabled us to make decisions about keeping two strips of brambles as hedges for screening and wind protection.

## ***Design from Pattern to Details***

We created an overall idea of a tree nursery, and then worked on the details – the main elements of the design would be the tree beds, seedling beds, forest garden, water systems, structures and paths/tracks. We had site meetings and sub-group meetings to work on different aspects of the design, eg the buildings, and the water systems. We looked at the patterns of water movement – down the track past our field and into the farmyard beyond.

## ***Integrate rather than Segregate***

The field is 3 acres, but we are using 1.6 acres. The bottom section is used by our landlords for an orchard. An edible hedge will mark the division, but this will be added to and used from both sides. We will also be putting in fruit trees at the lower end of our site to link our site to the orchard beyond.

## ***Use Small and Slow Solutions***

Clearing the brambles by hand enabled us to make gradual changes to the site. We are doing the work using volunteers during two mornings per week so we plan to just take on what we can manage, working on a small area of the site at a time and gradually expanding out.

## ***Catch and Store Energy***

Water flows past the site, so we made a plan to create a way of collecting this in large ibc's, allowing the overflow to meander through the site and collect in a pond further down the slope. We also aim to have a rainwater system from the roof of the new building. Another way we have already been able to catch water is by using the slope of the seedling area – we have a sheet of black plastic down, which pots are standing on. This is on a slope, and at the bottom end of the plastic, a hole has been dug which holds two buckets. Water runs into the buckets each time we water the pots, and also when it rains and these can be emptied regularly into a nearby water butt. We will catch nutrients by creating fertility

patches of comfrey. Later on it is hoped we can have solar panels for power to run lights and a laptop for work and films. (We would not be able to get planning permission for a wind generator on this site)

### ***Obtain a Yield***

We are able to obtain a yield from local native tree seed which we collect and grow into young trees. These will later be planted as wildlife hedging, local woodlands and school grounds. We plan to also grow fruit and a forest garden to provide sustainable methods of food growing. We have already planted an edible hedge of hazel and elder. Our site provides an education resource for people to learn about sustainable land management. It also provides a place where volunteers can learn skills, create social networks, be outdoors doing physical tasks to improve their health and well-being.

### ***Apply Self-Regulation and Accept Feedback***

Our meetings provide a place for group discussion and evaluation of our work and plans. The site team meet when needed to review work on site and discussions at the site provide the ideas for future projects. The Committee discusses the site reports on a monthly basis and other meetings are held as necessary to review aspects of the site design. Applying for grants also provides a system for monitoring and evaluation of our projects. We will create ongoing action plans which will be regularly reviewed to ensure the work is going to plan and to tweak and necessary changes. Site risk assessments are done before each work session to ensure we work in a safe way.

### ***Use and Value Renewable Resources and Services***

We are fortunate to have access to many renewable resources locally and we have already begun to create a network of local providers – we use recycled cardboard from the surf shop for mulching, recycled plastic tubs from a local café and bark chip from a local arborist. The Gower runs a scheme to make peat-free compost from local bracken and manure so we are able to use this at the site. Our trees are grown from locally gathered seed which is collected from the wonderful local woodlands we have around the Gower. A local pet shop has hessian sacks from pet feed that we can use for bagging up trees when moving them.

### ***Produce No Waste***

Our aim is to use the resources that we have on site where possible and create a closed loop system. By creating compost areas we can transform any plant waste into useable compost. We use local paper and cardboard where possible as sheet mulch, together with local woodchip. This will also be used to create paths and tracks. Leaves are collected and made into leaf mould in large wire containers. We do have a problem with plastic wrapping that comes with some deliveries. Where possible we try to use this on site or to use locally. Compost sacks can be re-used for our compost and leaf mould. They are also useful to delivering trees to customers and when transplanting.

## ***Use and Value Diversity***

We have a diversity of volunteers on site – some live within walking distance, some come from town on the bus, some are individuals, some come from local organisations. Our volunteers have different skills, physical energy and time availability.

We grow a diversity of local native trees and will set up a forest garden to provide edible plants. We will also have edible hedges and orchard trees. Some trees will be grown in the ground and sold as bare-rooted in the winter. Some will be grown in pots and containers for sale all year round.

We will have different habitats on site – permanent hedges, some wildlife areas, orchard area, forest garden area, tree beds and the pond. These will provide different habitats for wildlife around the site.

We will use a diversity of growing techniques for the site – traditional organic methods, permaculture approaches and forest gardening. Designing a commercial nursery is an interesting challenge for how to grow trees and plants in the most sustainable way, using minimum effort and the best use of resources. For example, it does help to grow the seedlings in straight rows because it is easier to hoe between them to remove weeds. As time goes on we will have wood chip that is not fresh and can be used as a weed suppressant. The seedlings are transplanted every year, so it is not possible to provide a more permanent mulch for them. However, the forest garden will consist of perennial plants with a permanent low maintenance mulch.

Diversity of income – some from the sale of trees and produce, some from different grants, some from training courses.

## ***Creatively Use and Respond to Change***

Volunteers will change over time. The structure of the organisation is already changing as more local people are coming to the nursery. New grants will bring different projects and lead to the development of different areas of work. The design of the building has changed as a result of various discussions over time. This has led to a creative new proposal of a roundhouse which will blend in well to the landscape and be functional but easy to build using local resources.

## CF Tree Nursery

## Ethics

**Earth Care** This design takes earth care into account through: using organic practices, using recycled resources, collecting rainwater, growing local native trees, creating compost areas, growing edible hedges and using permaculture principles such as making slow and small changes to the land.

**People Care** This design meets the people care principles through involving as many users as possible in the site design; taking people's wants and needs into account, for example creating a central seating area; creating shelter (temporary at first, more permanent later); providing a compost toilet; providing drinking water; creating a forest garden and an edible hedge.

**Fair Shares** The site design takes fair shares into account through involving as many people in the design, offering travel expenses for volunteers and ensuring equal access for all members of the local community.



Exploring soil at the Tree Nursery Open Day 2010



**Coeden Fach Tree Nursery Design**

# **Design One**

Design One Notes

Design One

## *Design One - Autumn 2009*

I drew up the first site design after we had carried out our survey and made an analysis. Our area of the field is the top two thirds. The orchard on the design belongs to our landlords. The farm access track at the top is an area of our site that we have to leave available for the farm to use, although it is currently overgrown. Our entrance gate is on the North side. Our access is via a rough track leading down past our field on the North side to the farm.

The elements required for our tree nursery were:

Tree beds

Heeling in beds

Seed beds

Seating area

An area for pots

Site office

Tools store

Irrigation system

Mains water

Compost bins

Compost loo

Fire circle

Volunteer shelter

Rainwater collection systems

Seed stratification area

Recycling and resources areas

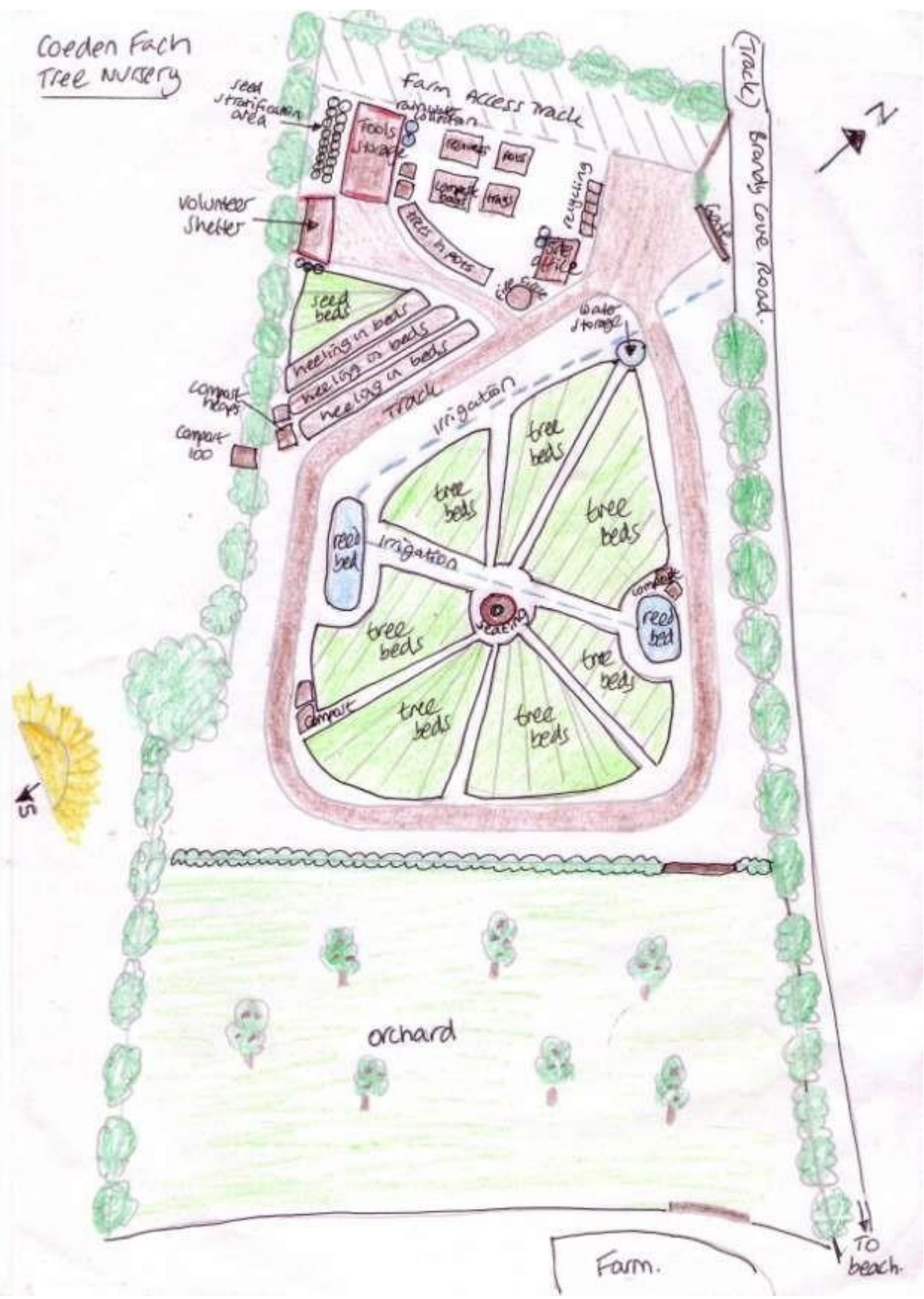
Edible hedge as boundary between our site and the orchard.

Track

Turning area inside gate

From spending time on the site we realised that the nicest place to sit would be in the centre of the field, which gets lots of sun and would give a good view of the whole site. We therefore agreed on a central seating area. This is surrounded by the main tree beds, with paths running through them for access. At this point we planned an irrigation system through the site. This would take rainwater run-off from the track, into our field and along irrigation channels. Some water would be stored in an initial water storage container. The rest would pass through two reed beds. (See 'Coeden Fach Rainwater Storage Design'). We wanted a site office near to the gate and a tools store further away from the gate. All our resources etc were to be at the top of the site, with the stratification pit sheltered in the corner. The seed beds needed to be close to our resources area as they would need the most care, some of these would become heeling in beds in the winter, which would also need to be accessible. The compost loo needed to be discreet and was therefore placed amongst the hedgerow trees down the side. The volunteer shelter was a temporary one at this stage, made of tarps, so this also needed to be among the boundary trees. We wanted a track that would circle the whole area, for ease of access.

# Coeden Fach Tree Nursery



**Coeden Fach Tree Nursery Design**

# **Tweaking**

Meeting Minutes 7/10/09

Design Meeting Minutes 17/11/09

Site Meeting Minutes 8/12/09

Planning Sub-Group Minutes 25/11/10

## **Coeden Fach**

### **Minutes of Meeting 7 October 2009**

Present: Neil Hooper, Witchhazel Wildwood, Dai Morris (minutes), Alan Woodman, Gill Ireland

Apologies: Scott Blytt Jordens, Gaia Nightingall,

#### **Welcome to New Member Neil Hooper**

#### **Site**

We have been active at the new site at Brandy Cove for 3 weeks. So far we have drawn up our premaculture design and have had help from a total of 13 different volunteers (average 4 per day). The meeting looked at the site plan so far. The aim is for the site to be open every Tues and Thur, at least for the mornings. WH is planning that during half term we will encourage families to come. (27 and 29 October).

Water and irrigation – We have put lots of thought into the irrigation issue. Sian Musgrave from the National Trust is going to visit the site to give advice about irrigation. For a mains connection, Dwr Cymru (Welsh Water) has told us we need to go to the mains at Hareslade (neighbouring community). WH is sending a letter to Hareslade requesting permission to lay a pipe across their land. Dai has phoned Hafod Evans (neighbouring farmer) to request that our pipe go across the corner of his land, but unfortunately he has refused. We now have to try to obtain permission from the owner of the adjoining field. WH to obtain the details.

We discussed the lease which will cost around £500 for a solicitor to draw up. However, we need to make a draft lease to start off the process. Neil and Alan agreed to work on this.

#### **Funding**

WH is putting in application to Gower Sustainable Development Fund this week, with the aim of meeting our core costs of running the nursery over the next 3 years. The meeting looked at project costs and discussed the importance of letters of support for our work. It was agreed we need to get a business plan together. WH has drawn up a 5 year action plan which the meeting looked at.

#### **Trees**

WH read out Gaia's email about moving trees from her site. Alan agreed to enlist Scott's help, and move the trees to our new site next week. Gaia has been doing a lot of seed collecting and is setting up seed beds at her site.

#### **Date of Next Meeting**

**Committee Meeting: Wednesday 4th November 2009, 6-8pm.**

Bishopswood Countryside Centre

## Design Meeting 17th Nov

We discussed the current site design as drawn by Witch hazel, and went over the following points for alteration:

Strat Pit - needs good working area around it, ie not to have tool shed right next to it. Working area needs to be a min of twice the width of the pit all the way round.

Seed Bed - is too small on drawing, needs to be double or triple, at least quarter of acre

- better if regular shape, eg rectangle/strips

- needs to be max 1.5 m wide, with wheelbarrow width paths between

Tree beds - " " " " "

- suggested hexagonal pattern, with each bed as rectangular strip

Heeling in beds - need most water so should be moved further down slope (and stay in shade)

Green Manure - one tree bed to grow green manure, on rotation

Fertilisation Bed - ask Knowles if can devote one bed to growing comfrey, this would be permanent location

Willow Bed - possibility of growing willow for basketry etc. Need to think about position carefully re water and shade

Central Seating - needs to be above irrigation channel so doesn't float away!

Carpark - consider if efficient/workable for deliveries etc. At mo very difficult to get trailer in - entrance gate getting quickly mashed up. Could design a turning circle with central island for fruit trees etc - need to work out turning area and measure to scale. Would mean large quantity of hardcore!, also have planning implications. Solution for now is to pos enlarge carpark along top boundary & apply for planning later.

Water - what form should top water storage take? Should consider top pond instead of vertical container (shallow wide pond easier to separate sediment?)

Volunteer Shelter/site office - move to central location along top boundary because more sunlight and feels nice. One structure with internal divides.

Storage area pots, trays etc - move into corner bec. in shade (swap location with volunteer shelter)

Tool Storage - move to side hedge by lane, much closer to working area. Slot into hedge just above elec post because screened from the lane there. If planners don't go for this then Plan B would be to incorporate with Shelter&office space

Unassigned Area - reserve an area for unanticipated needs

Track around periph - do we really need this? Big cost involved. Leave area all round but perhaps as footpath/wheelbarrow space.

- use cockle shells from Penclwydd?

Access down side by lane - need to def leave this as Ben uses regularly in truck.

It was felt by all that a scale drawing needs to be done asap with a finalised design, in order to get the planning application in, and to be able to design our swales.

Dai arranged to get hold of an OS map of the site.

Alex from 'Terradat' is to kindly do a contour survey for us this week, from which we can then work our exactly how our irrigation should work.

Happy days...

## **Coeden Fach**

### **Minutes of Site Meeting 8 December 2009**

Present: Scott Blytt Jordens, Witchhazel Wildwood, Gaia Nightingall, Bob Cotterill, Dai Morris, Dillwyn Jones,

**The Aim of the meeting was to discuss the design and location of our site buildings, mainly: Volunteer Shelter, Site Office and Tool Store, in order to put in a planning application.**

The main considerations to increase likelihood of planning acceptance are reduced visual impact (re AONB), sustainable, temporary, agricultural in nature and setting no precedent for future residential possibility. No concrete foundations would be used.

Everyone started by going off round the site to think with fresh eyes about what they wanted in the way of buildings. Most people wanted the buildings to be at the top of the field (in the bramble patch along from the gate.) Witchhazel liked the idea of a volunteer shelter nestling in the trees lower down the site opposite the track and Scott liked the idea of a tool store halfway down the field near the track. However, it was agreed to keep all the buildings together at the top of the site. We wanted the site office in particular to be near the entrance to ensure visitors feel welcome and know where to go as soon as they come on site.

We agreed on the importance of parking/turning near the entrance but felt that we could not risk putting in planning for hard surfacing as this becomes change of use of the field. Dai suggested portable plastic wet weather surface material.

All the buildings would be used for rainwater collection.

#### **The tool store**

Possible options for this were discussed including having a barn for storage, and building a store onto the volunteer shelter, but we agreed that a shipping container (groundhog) was still the most secure option, as the site is vulnerable. Bob said that the Rose Hill Quarry team were pleased with their groundhog which is about 5m by 3m. The store would need to be disguised by hurdles and plants and would need the ground levelled. We would need to arrange a tractor to bring it down the track from the top of Brandy Cove Road. It would be easiest to site this not too far from the entrance due to difficulties of manoeuvrability.

#### **The Volunteer Shelter**

We all liked the idea of a round shelter, but agreed a square/oblong shape is easier to build and utilises the space better. Scott proposed we could make the inside space round, with storage in the corners to make it feel good. We agreed on a closed building, big enough for 15 people to use with a table space. We would like a curved porch on the front to enhance the design and usefulness. A size of 7m x 5m was thought a good starting point. We would like to add a lean to for storage later. We would need advice on whether best to go for more agricultural barn feel (no windows) or whether a volunteer shelter with windows would be accepted as non-residential enough.



## **The Site Office**

We agreed on a small office big enough for 2 – 3 people to work in. We thought a size of 3m x 4m would be suitable. It was hoped this would have a South facing sloping roof for solar panels. We deliberated that a ready-made shed might be cheap second hand and quick to put up but we agreed we would rather build our own building. We would like a window with shutter for security.

## **Materials**

We discussed the pros and cons of strawbale, cob, a roundhouse, timber and turf roofs. We were aware that non of the buildings are residential and therefore do not need too much insulation. Wood was agreed upon as our locally available resource. We have people with carpentry skills within our group and accessible to us. We are aware that there will be issues of security when the building materials arrive on site.

For the Volunteer shelter we would like a turf roof. A simple low cost version would involve corrugated iron roof, coated with bitumen for waterproofing with thin turf on top. A high cost version would involve a plastic liner and turf on top. Both options would need strong rafters. For the floor we discussed using footings made of telegraph poles or similar, with a raised floor. We agreed that building the roof supports first then infilling the sides would be ideal as it ensures a strong structure and keeps the workers and materials drier.

## **Action**

- 1. Dai to consult with John-o re design for the planning application.**
- 2. Jill to take the lead in completing the planning form, with assistance from Witchhazel**
- 3. Witchhazel to raise funds to pay for the materials and labour.**

## **Minutes of Planning Sub Group Meeting**

**Jill's House, Killay 25<sup>th</sup> November 2010**

### **Present**

Witchhazel (minutes), Dai, Jill, Fran

### **Planning legislation and Guidelines**

We had all previously taken a section to research. This is our findings:

#### Tan 22 (Jill)

This document is guidelines that we need to adhere to and is linked to "One Wales One Planet" document. It focuses on 'BREEM' – Building Excellence and gives separate standards for residential, or industrial/other. Focus is on sustainability, zero carbon, ecology of the site, pollution. There are 6 or so criteria linked to sustainability. We need to refer to it in the right places in our application.

#### Tan 12 (Dai)

Dai is researching this with Johnny and will report at next meeting.

#### Town and Country Planning GPDO (Fran)

This provides information and a breakdown of what we will need to put in our application, re site analysis, access, layout, scale, appearance and landscaping. The category we may apply to is "Public space" – for community and neighbourhood enjoyment. We would need to refer to community involvement eg that we use the local P.O for our banking etc and also sustainable transport options to our site.

#### Ministerial Interim Planning Policy Statement (01/09), Planning for Sustainable Buildings (Witchhazel)

This legislation forms part of WAG 'Planning for Climate Change Agenda'

Standard of work would need to meet "BREEM" 'very good' category for work on a site of 1ha or more.

Main emphasis of this report is on Zero Carbon (LZC)

There is information about needing a core design stage report and a core assessor – not clear if this is needed for a single non-residential build. (Other assessments EPC? SAP Assessment? ENE1 Worksheet?)



**Coeden Fach Tree Nursery Design**

# **Implementation**

## **1**

Implementation

Site Pictures 2009

AONB Grant Application

Action Plan 2010

## CF Tree Nursery Design

## Implementation

We took on the field in Autumn 2009 and began the design process for the tree nursery by holding a week of design days and meetings to undertake the initial observations. I drew up the first design and we invited local people to come and help with the site clearing work. In the meantime I put in an application through the Gower SDF (Sustainable Development Fund), to cover core costs for setting up and running the site for 3 years. The Implementation had begun! It was interesting to note that some of the initial founders of CF were now less involved, but that new local people were becoming more prominent in the process, now that we had a permanent location for our work.

In November the first design was tweaked by the group, with more seed beds and a new location for the volunteer building. In December we had a more detailed look at the location of the buildings and we tweaked the design again.

At this point we thought we would be using a series of swales for irrigation of the trees and our design was based around this. Later on we realised that swales are most suitable for bigger and more permanent trees. The water collected in the swales would sink too deep for the young tree roots to pick up. We were still only making small changes to the site so this did not affect the work we were doing. We changed to a plan for large storage containers, to hold the water coming from the track and direct it where needed using hoses and taps (See Design ⑤ CF Rainwater Storage design). Overflow water would run down a meandering irrigation channel to a pond lower down the slope. It was a challenge to make decisions about the water system as these would have a big and lasting impact on the site and we spent a lot of time thinking through this part of the design. I did not find it easy to get technical help with this as not many people have the necessary skills. We have an advisor from the National Trust, the Environment Agency, the Biodiversity Officer from the Council and others. None of these people has ever created a system quite like ours, so it has been an interesting learning curve and one we would like to share with others.

We all worked as volunteers until our grant started in November 2009. This enabled us to pay some people as sessional Volunteer Leaders, cover a few hours of admin and pay me to coordinate the project. We created an Action Plan for 2010 to enable the Implementation to continue in a productive way. We were now having another challenge with the mains water connection which was being provided by the grant. Our water main was 100m up the track and initially we hoped to run the pipe across two fields to our site. This involved negotiation with a private landowner and the local chalet community. The landowner was not happy with the idea. We tried a second route via the neighbouring farm but this also proved unsuccessful. The third possibility was down the track, which we had been avoiding because it involved more work to dig up the hardcore. Luckily the owner of the track was cooperative, and due to the great work of our contractors we were able to successfully route the main's pipe down the side of the track and into our field. Two taps were set up, and it was a condition of our connection that the one nearest the gate be in a padlocked box, as we are in an isolated spot but with public access past our gate. Unfortunately it did rain heavily while the work was being done, which led to further problems with the track

and our landlords. However, this has all been sorted out now with the help of dry weather and a bit of judicious work on the track to level it.

In the meantime the site team transplanted 3 year old ash and oak to our site, gathered seed, cleared and sheet mulched the first area. We also planted an edible hedge between our area and the landlord's orchard area. In the spring we created raised beds, transplanted seedlings and continued to sheet mulch a section across the top part of the field. 'See End of Year Report' which also gives the financial costings for the year.

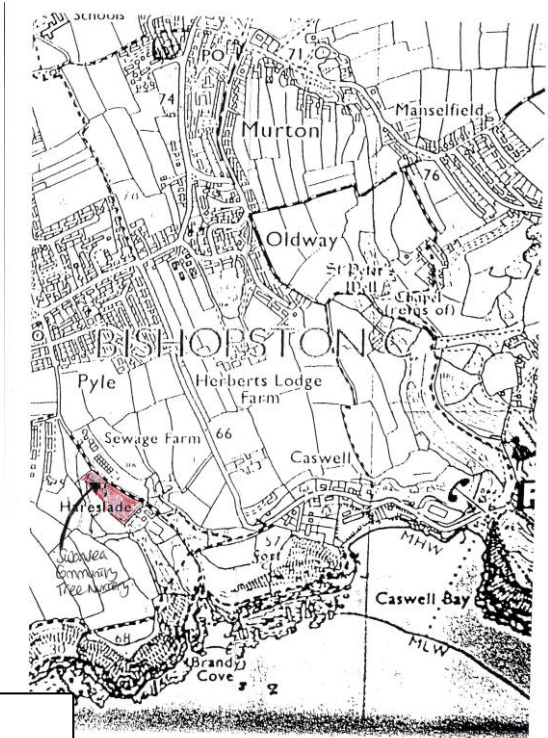
In the Summer of 2010 we created a central seating area as part of a different grant from Fiskars Orange Thumb, who donated tools to us. Initially this was quite a simple seating circle infilled with herb planters. The idea is to develop a forest garden around this as time goes on. We officially opened our 'Community Garden' at our AGM held in July 2010.

By autumn 2010 we were thinking a lot about our planning application, but had been unable to put this in as the lease terms were still being negotiated. In the meantime, we received an offer to have the pond created under a council scheme, but it was discovered that this too would need planning permission. In November some of us attended Ben Law's film about sustainable building. This inspired us to think again about our building design, which some of us had been having reservations about. We revised our idea from a larger enclosed building to a smaller turfed roof roundhouse. We now have a quote for the new design, but still can't implement this until the planning application is agreed.

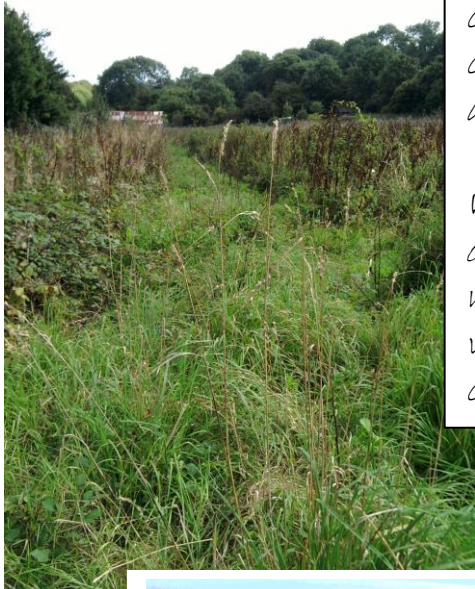
A series of training days over the winter of 2010 – 2011 has greatly progressed the next stage of our Implementation. We ran 7 nursery skills training days (funded by Environment Wales) enabling our volunteers to fully understand the growing techniques we were using on the site. Each training day was followed by a practical session where we created fertility patches, moved the heeling-in beds, mulched, created more raised beds, grafted apple trees, gathered and prepared more seed and looked at organic pest and disease control methods on site. I ran two permaculture introduction courses during the winter (See Permaculture Introduction Course Design ⑥). We also ran a weekend Forest Garden Training led by Michele Fitzsimmons to facilitate our Forest Garden Design. We are very excited about the idea of setting up the forest garden, and this will be the next project. In the meantime we are finalising the lease and finishing off the planning application ready to send off.

It has been an amazing process working on the design with a team of people over a period of time. Various skills exist in the team – we have an experienced commercial organic grower, a permaculturist/arborist, people with business skills, community skills and lots of volunteers with both enthusiasm and basic growing knowledge. It has been interesting to see the changes that have come about in the two years. Due to our simple infrastructure we have learnt to move forward at a measured pace, trying not to take on more than we can manage in two days a week with between 4 and 7 volunteers per session. What a lovely feeling to have created all this through the power of community!

Coeden Fach Tree Nursery Site 2009



Sign on Gate: "A local community project will be setting up a tree nursery in this field in September 2009.  
The initial work will involve clearing brambles, fencing, clearing space to grow trees, and an on-site office/shelter.  
We are a not-for-profit organisation and most of our work is carried out by volunteers from the local community."



## **AONB Sustainable Development Fund Application (EXCERPT)**

### **Local Trees for Local Woods Project – October 2009**

#### **AIM**

**Our aim with this project is to enable local people to be involved in growing locally sourced native trees to create and enhance local woodland habitat. The project involves setting up our new tree nursery site and running volunteer sessions, enabling people to be involved in the whole process from seed gathering to maintenance of young trees. We will also attend events in order to raise awareness of our native woodland species and sustainable growing practices. The grant would be used for appropriate set up costs and to provide essential site facilities such as irrigation and a water supply also a place to store tools securely. A proportion of costs towards co-ordination and administration of the project is also included.**

**The contribution made by the project to the regeneration of local woodland habitat and biodiversity within the area is a long term benefit which will increase the community's resources and also enhance the community's enjoyment of the area. Our project also contributes to raising awareness of environmental issues and educates people about sustainable land use. We strongly believe that locally sourced native trees should be used in order to preserve and enhance local biodiversity.**

#### **LOCAL COMMUNITY**

**Local people will benefit from the project - people of all ages and backgrounds, on low incomes, and with different needs. Through volunteering they will benefit from the social interaction and they will benefit from increased physical and mental activity which will improve their health. They will learn new knowledge and develop new skills which may enable them to return to work or find a more rewarding role.**

**Individuals, community groups or local schools can join in our activities including seed collection and propagation, aftercare of young trees and other activities which will encourage interaction between the generations.**

**People will have access to a local source of trees, training and information which they did not have before.**

**Our site is 2 acres and we anticipate growing 5,000 trees per year initially.**



## **SUSTAINABLE LAND MANAGEMENT**

**We believe we will be able to offer a unique demonstration of the way local people can be empowered to contribute to their environment and make a positive difference despite a future made uncertain due to climate change. Local provenance trees are not available locally and our model could be more widely applied. Permaculture as a system of land design and management is a growing movement with key principles which apply to many areas of the natural and built environment. While some regions have a keener awareness of this model, it is not yet widely used in the Swansea area, but we aim to be at the forefront of moving forward with this important perspective. Our methods are organic and use no pesticides.**

**Generating greater awareness and understanding – our project has a core aim of informing and promoting education and awareness of sustainable growing and land management techniques.**

**We believe the growing of local native trees for local woodlands and hedgerows will make an important contribution to biodiversity in the area. We also sell and make donations of trees to local schools in order to enhance the biodiversity and overall environment of their school grounds. We attend events to promote biodiversity.**

**We will produce a steady supply of trees and also train people in the relevant skills to grow and care for them. This will help to ensure that the trees have a long and healthy life locking as much carbon up in them as possible for many years to come. We will also teach people how to work in harmony with the land, adding organic nutrients (not removing fertility then replacing it by artificial means). This will also improve its carbon storing capacity. And finally we will help people to make well thought out decisions about their lifestyles and the impact they will have on the environment by their actions.**

**Both our education and outreach program and our end product of local provenance tree and hedgerow species will act to enhance the environment of Gower. Through our training people will be more aware of the benefits of trees and hedgerows and will learn how to manage them in a sustainable way. Fewer foreign versions of native species will be planted inadvertently, more hedges will be managed by more sustainable methods such as laying and more trees will be nurtured in the landscape. This in turn will allow more birds, small mammals and pollinators to live on Gower enabling locals and tourists alike to appreciate their beauty.**

## **PERMACULTURE**

**Permaculture is one of our core aims, working sustainably, following the cycles of nature and aiming to create no waste. We therefore make good use of local by-products for example bark chip from local arboricultural**

**contractors, stable manure from the local stable and cardboard for mulch obtained from nearby shops. We re-use our own resources such as pots, also making use of recycled plastic items as pots and tubs where we can. We will have a recycling area on site.**

**We will offer training in permaculture, sustainable land management, woodland management and tree nursery skills. We will run stalls and attend events to raise awareness of sustainable land management and associated issues.**

## Growing (only) Action Plan 2010

### January-April (inclusive)

1 Clearing of Brambles and ferns from seed bed areas. Clearing of bramble and fern roots from the seed bed areas. This needs to be completed by April and due to the low number of volunteers available at any one time we may need to be creative about the methods employed to do this, especially as this will be very physically demanding work.

I believe we will therefore need to take an eclectic approach employing strimming and other machinery as well as hand labour.(this will also make it easier to keep on schedule, we have a tight window for this work, due to the need to mulch before the growing season begins again).

2 Construct beds for unsold trees still on site, and remove the last of the trees still in Waunarlyydd. (This has to be done by march before the dormant season is over and in order to make land available in Waunarlyydd for new seed which need clean seed beds to establish in)

3 Mulching All seed beds(Cleared but unprepared as this is not necessary until the following Autumn/spring). The most ideal materials for light exclusion and that will last are black plastic and horticultural fabrics. Less ideal is cardboard and newspaper. This needs to be kept in place until the following Autumn at the earliest.

4 Sowing of pre-stratified seed into root trainers using a leaf mould,vermiculite/perlite and soil growing medium. the root trainers could be placed on top of the seed bed mulch to hold it in place.

Seeds to sow include Hawthorn, Yew, and Beech.

Hazel cultivation can work in two ways;we can either sow them into root trainers if we have enough and then surround them with rodent proof mesh,or prepare a seed bed which will need rodent/pheasant proofing.( Wire or mesh cage?)

### April-september

1 Mulching of sapling areas (materials previously mentioned)

2 Mulching of fertility patch areas

3 Construction of stratification pit

4 Construction of leaf mould bins and compost heaps

(Materials needed for the above include; Mesh,timber, builders mesh and sand)

5 Collect tree seed; Wych Elm in MAY/JUNE to be sown straight away in seed beds  
Cherry (Bird/wild) In JULY to be stratified

## September-December

### 1 Seed collections (various)

IF oak collected then this must be sown straight away and so we will be preparing seed beds for oak seed and sowing at the same time this will be in progress from late october to November.

### 2 Stratify seed collected as appropriate

### 3 Take hardwood cuttings in september eg. Yew and Elder

4 Start preparation and mulching and planting of willow collections ( to be decided upon, but for your information there are extensive varieties available from welsh nurseries)

5 Order plants and seed for fertility patches (comfrey bocking 14 root cuttings and Alfalfa seed) This will then include the potting up of the cuttings.

### 6 Collect leaf mould.

### 7 Digging up and heeling in trees

### 8 Begin preparing seed beds and sapling beds for use in spring



28 April 2010

Dear Mike

### **End of Year Report for Grant Period November 2009 – April 2010**

Our first 6 months at our new tree nursery site have been full, interesting, productive, inspiring and challenging. We have established a great team of volunteers, led by our 5 sessional



Volunteer Leaders (3 of whom are paid through the grant and 2 of whom lead as volunteers). We also have in place a Project Coordinator and Administrator and have two new Management Committee Members. A sizeable area of our site has changed from being overgrown with brambles to a lively productive area with seed beds, tree beds, trees in pots, seedlings in

root-trainers and mulched areas that

will become weed-free ready for the young

trees to be transplanted later on.

Due to the recent spring drought we have established an emergency watering system, while we wait for the imminent completion of our irrigation system and the arrival of mains water on site. Our site boundary has been agreed with our Landlords and we have planted an edible hedge between our nursery site and their new orchard.



## **Our success measured against our anticipated first year outcomes:**

### 1. Regeneration of local woodland habitat:

*-We aimed to begin working towards a total of 5,000 native tree seedlings by end of year*

2. This Spring we have sown approximately 2,000 seedlings, potted up 30 tubs of hardwood cuttings and transplanted 600 two year old trees in our nursery. We have a further 3,000 seedlings being cared for off-site (as our water on site is still currently limited). Not all seedlings will germinate or survive to adulthood, but with care we hope for a good result. More seeds will be gathered and prepared during late summer and autumn.

### 2. To involve members of the local community:

*-We aimed to work with 30 local volunteers, and our planned volunteer hours were to the value of £4,000. We actually had a total of 25 different people volunteering with us, but between them (despite the weather!) they did a total of 642 hours of volunteering, including 12 'technical' hours, making a total contribution in kind of £4,087.50.*

During the first year volunteers have assisted with site design, preparation of the land, seed sowing, preparing hardwood cuttings, preparing planting areas, transplanting young trees, watering, attending stalls, bringing local resources to the site (cardboard, recycled plastic tubs, bark chip, chicken wire, wood etc). Volunteers also planted 30 trees at Newton School, donated by Coeden Fach as a result of the Gift a Tree Card Scheme.

During the first year we received donations in kind from local businesses – bark chip (£400), recycled plastic tubs, cardboard, muck, water containers and a loan of a rotavator. We also received donations of a bench, tarpaulin, cardboard, wood and chicken wire from individuals plus root trainer pots from the National Trust.

### 3. To run 2 half day sessions per week throughout the project:

*-We are pleased to report that we have achieved this aim (apart from a break over the Christmas and Easter holidays). Even in the hail and snow, our valiant Volunteer Leaders and core volunteers turned up to keep the site operational over the winter!*

We ran a community event to involve local people in sowing seed and transplanting trees. We also ran 3 training days – 2 x one-day Basic Nursery Skills training and a Permaculture Orchard Design training day. The funding for these events was provided by Environment Wales.

We are now starting to run additional Saturday sessions once a month over the Summer.

### 4. To raise awareness of sustainable land management practices:

*-We aimed to attend 2 events in year 1. We attended two Christmas fayres – Mumbles Green Craft Fair and the Swansea Green Fayre. At both these events we had information boards and materials, as well as trees, gift a tree cards and other items for sale. We also had information boards at our on-site events.*

## **First Year Income**

We are pleased with our income for this period. Although our sales were £542 lower than anticipated, we obtained an extra grant of £975 towards our training events. Our income was the SDF Grant (£9,000) plus as follows:

£610 from our sales of trees. The native hedgerow packs are proving popular.

We sold 42 Gift a Tree Cards over the first year, raising a total income of £210. We have been selling these cards mainly in the winter, but this year plan to start selling them in the summer as well to increase our sales.

We received an additional £138 in miscellaneous sales and donations.

£975 from Environment Wales towards tools, materials, publicity, volunteer expenses and training costs for a short training project run between February and March 2010.

### **IN-KIND**

£1,000 of tools in-kind from Fiskars Orange Thumb (We were one of just 10 organisations in the UK selected for this grant).

Our volunteers worked hours to the value of £4,087.50. We received bark chip in kind to the value of £500 and root trainer pots in kind to the value of £400.

## **First Year Expenditure**

Our expenditure has essentially been on track, although setting up the site infrastructure has provided us with some challenges during the first year.

Our expenditure budget for workers was all spent by the end of March (our year end) apart from £96 which was spent before the end of April. Our insurance, transport, consumables, lease fee and water budget was all spent by the end of March.

We were unable to purchase a storage container as the planning department wrote to us advising that we did need planning permission after all! We are currently working on the planning application. A small amount was also left in office costs and publicity.

We allocated the contingency fund and unspent money as follows:

£202 for Gower soil conditioner

£70 for tree surgery to remove large dead branch overhanging our site.

£650 additional water supply costs

£63 tools and sundries

Expenditure in our new financial year - during April 2010 is £944 for workers and £172.51 for water storage containers for irrigation system.

The main challenges we have faced in our first year were the delays. Firstly with our proposed tool storage container - due to the planning permission requirement, which we are working on. The second delay has been with the water supply due to a complex process of establishing a route from the water main (100 metres up the lane) and awaiting various documentation from Dwr Cymru. However these issues are now resolved as a '28 day notice' has finally been served

on the owners of the land housing the water main. We now have a completion date of the end of June for the mains water supply works. Because of this delay, we have an amount outstanding from our grant for payment to the contractor which we will pay on completion of the works.

I hope that this is satisfactory.

Please let me know if you would like any further information.

Yours sincerely

Carolyn Sharpe  
Project Coordinator



**Coeden Fach Tree Nursery Design**

# **Design Two**

Design Two Notes

Design Two

### *Design Two – Autumn 2010*

As a result of previous discussions and various meetings, a new site design was drawn up.

As before our area of the field is the top two thirds. The orchard on the design belongs to our landlords. The farm access track at the top is an area of our site that we have to leave available for the farm to use, although it is currently overgrown. Our entrance gate is on the North side. Our access is via a rough track leading down past our field on the North side to the farm.

The main changes from Design One were:

The plan was drawn on a scale site plan.

We kept two areas of bramble as protective hedging for our seed beds, and as privacy from the track. These were to be re-planted as edible hedging over time.

Squarer tree beds to make implementation easier.

The central seating area had developed with a planned forest garden around it.

The irrigation system had completely changed (See 'Coeden Fach Rainwater Storage Design'). It now consisted of water storage tanks near the gate, with a channel leading down to a pond.

More seed beds.

The heeling in bed was moved nearer to the gate - this made access easier but also helped with lifting the trees – our previous location had turned out to be in frost pocket!

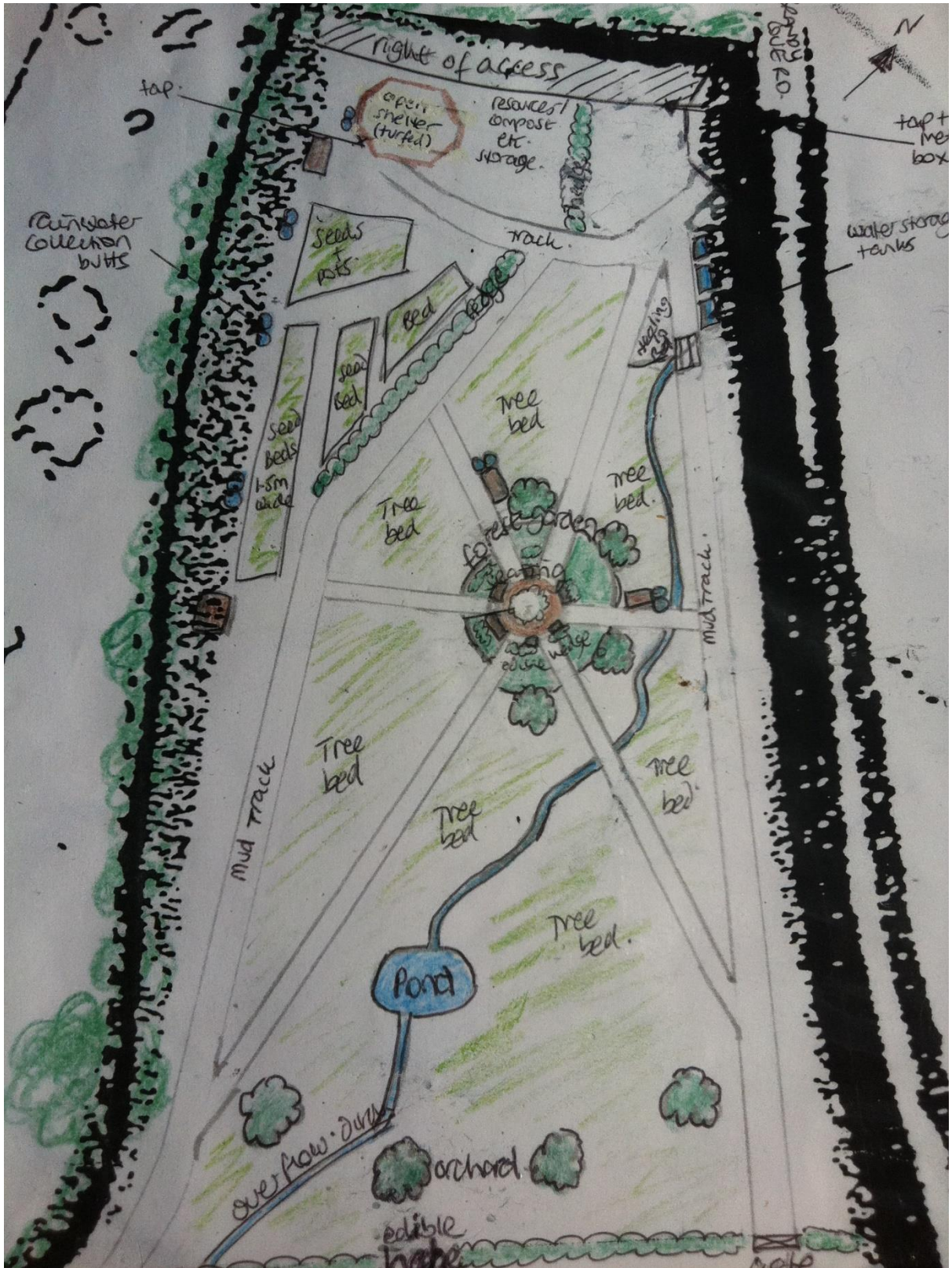
We added some of our own orchard trees at the lower end of our site, to connect with the neighbouring orchard.

The volunteer shelter was now planned as an open-sided turf-roofed roundhouse and had been re-located further along at the top of the site.

Two mains water taps were included – one near the gate in a box, and one next to the building.

Compost bins with rainwater storage attached were dotted about the site.

The track no longer circled the bottom of the site, but led through two gates into the Landlord's orchard. (This was by request of the landlord.)



**Coeden Fach Tree Nursery Design**

# **Implementation**

## **2**

Site Pictures 2011

Site Pictures 2011

Coeden Fach Tree Nursery Site 2011



*Clockwise from top:*  
Sign on gate  
Apple grafts  
Seedlings in pots  
Protected hazel seedlings  
The seedling beds with rest of field behind  
3 year old whips



## **Site Action Plan Jan 2011 to December 2011**

### **January**

#### SITE

Transplanting trees DONE

Map out further seed beds-revise site diagram DONE

Pot up hedgerow varieties for Gower Show/summer stalls IN PROGRESS

Clean out 'sump' and track drainage channel TO BE DONE MONTHLY

#### ORGANISATIONAL

Check card supplies in shops/collect sales IN PROGRESS

Finalise lease IN PROGRESS

More Publicity for Training DONE

Continue planning application IN PROGRESS

Update website DONE

Plan Forest Garden Training IN PROGRESS

### **February**

#### SITE

Map out area to mulch for fertility patch DONE

Training 26th Feb - grafting course DONE

Buy in forest garden plants to pot up for next Gower Show DONE

Move heeling in beds to beside irrigation ditch/Scott's trees DONE

Lift all ash and heel in new heeling in area DONE

finish rainwater tank system IN PROGRESS

Clean out 'sump' and track drainage channel DONE

#### ORGANISATIONAL

Plan Gower Show - Big Stall! IN PROGRESS

### **March**

#### SITE

Clean out all water tanks and butts (SHOULD BE FEB!)

Make seed beds DONE

Begin sowing IN PROGRESS

Training - Permaculture Introduction Weekend DONE

Training - 26th March (propagation techniques2 - Seeds) DONE

Plant hazel hedge beside brambles (some brambles to be removed leaving shelterbelt) IN PROGRESS

Strimming and complete sheet mulching of top half of field - up to Ben's (old) track ONGOING

Layer hazels in new hedge

Line out any unsold trees IN PROGRESS

Move pots to shade

Plant orchard trees - 4 in Forest Garden area, 10 at bottom of site DONE

Mulch orchard trees - with carpet and wood chip IN PROGRESS

Mulch new hazel hedge and finish mulching hedge at bottom of our site

Clean out 'sump' and track drainage channel

Get storage container – AWAITING PLANNING

#### ORGANISATIONAL

Accounts

Annual Report

Update Website

Plan AGM/ Open Day (June)

Take on new Development Worker to start in April

### **April**

#### SITE

Irrigation and protection needed for seeds

Forest Garden Weekend Training 16 and 17th April

Buy storage container

Move Ben's track over - clear brambles

School groups to start on Wednesdays

Clean out 'sump' and track drainage channel

Site open monthly on Saturdays over summer?

Draw up seed map with all collection locations for 2009 - 2010

Finish stratification pit

Trench needed to protect the seed beds from honey fungus

#### ORGANISATIONAL

Develop constitution

Check card supplies in shops/collect sales

Gift a Tree card admin

Put in funding application for building project

Development Worker Project starts

Last year of SDF core funding starts.

### **May**

#### SITE

Training - 7th May Nutrition and Weed control

Training - 21st May Pests and Diseases

Collect wych elm seed May/June

Weeding and Watering

Clean out 'sump' and track drainage channel

## ORGANISATIONAL

Awards for All grant finishes.

Finalise all paperwork for training programme and issue certificates

Murton May Day Fayre Stall

Update website

## June

### SITE

Permaculture Certificate Course Starts

Organise AGM/Open Day

Weeding, Watering and strimming

Clean out 'sump' and track drainage channel

## ORGANISATIONAL

Write Annual Report

Put Gower Gift a Tree Cards in local shops

## July

### SITE

Hold AGM /Open Day

Volunteer Shelter to be built

Collect cherry seed

Weeding, Watering and strimming

Clean out 'sump' and track drainage channel

Permaculture course

Build volunteer shelter

## ORGANISATIONAL

Gaia's leaving do!

Check card supplies in shops/collect sales

## August

### SITE

Watering and strimming

Continue mulching and remove last weeds from the Summer from tree beds.

Clean out 'sump' and track drainage channel

## ORGANISATIONAL

Gower Show

## September

### SITE

Seed collection

Begin clearing and sheet mulching bottom half of field



Clean out 'sump' and track drainage channel  
Permaculture course

#### ORGANISATIONAL

Prepare tree order and new price list  
Make new Gift a Tree cards  
New grant needed for VLs, Admin and Coordinator (money runs out in March)

### **October**

#### SITE

seed collection- various species  
Begin treatments of seed.  
Clean out 'sump' and track drainage channel

#### ORGANISATIONAL

Make more Gower Gift a Tree Cards  
Market trees and put on Sell2Wales website  
Check card supplies in shops/collect sales

### **November**

#### SITE

Collection of seed  
Plant up comfrey plants in fertility patch  
Dig up and heel in trees for sale in frost free area  
Clean out 'sump' and track drainage channel  
Pot on apple rootstocks

#### ORGANISATIONAL

Green Fayre Stall  
Check card supplies in shops/collect sales

### **December**

#### SITE

Hardwood cuttings - hazel and elder  
Clean out 'sump' and track drainage channel  
Permaculture course (last session)

#### ORGANISATIONAL

Check card supplies in shops/collect sales  
Report progress of schools projects to Gower SDF  
Update website

**GROUP: Bishopston School Group**  
**assessment**

**Activities – Risk**

**DATE: 23/2/10**

**SITE: CF**

**WEATHER: Wet**

**LEADER/TRAINER:**

**1<sup>st</sup> AIDER:**

<b>Activity</b>	<b>Hazard</b>	<b>Risk</b>	<b>Level H M L  (probab ility consequ ence)</b>	<b>Control/ Action</b>	<b>Level H M L  (p+c+c ontrol )</b>	<b>Accept able risk?</b>
Seed Collecting	Falling Plants – brambles, stinging nettles, poisonou s plants	Concussion  Bruises  Grazes  Stings, lacerations, ingestion- allergic reaction	<i>M</i>	Awareness talks and Using correct procedures.  PPE  Hand Washing  Check site for nests/swarms.  Med forms to be filled in. Leader to be aware of any serious allergies & appropriate action	<i>L</i>	
Hand tool use – general.  Bow saw, secateurs, loppers, penknives, billhooks, spades	Carelessn ess, improper use of sharp tools	Cuts, bruises.	<i>H</i>	Tool safety routines adhered to.	<i>L</i>	

Site Clearance	Brambles , tree stumps, Stinging insects	Bruises and grazes from trips and falls. Eye injuries  Stinge – allergic reaction, breathing difficulties  (anaphylactic shock)	<i>M</i>	Awareness talks.  Remove dangerous eye level branches on frequented paths	L	
----------------	--	--	----------	---	---	--

## CF Tree Nursery Design

## Review

---

---

### ***Top Tips for a Community Site Design***

- ✓ Ensure the whole team is involved in the process
  - ✓ Work creatively with differences in expertise, especially between the designers and the implementers.
  - ✓ Be realistic about site constraints.
- 
- 

### ***What went well***

I was able to use the material from our meetings, observations and grant applications to demonstrate the design. Leading the design day for the team was an important part of the process and led to a useful site survey. Implementing the design slowly has enabled the best use of resources and allowed time for tweaking as we went along. Constant communication with the team about the design process has been invaluable.

### ***What was challenging***

Working out what documents to put in and what to leave out of the design. Negotiating a design that met everyone's needs and wants. Implementation issues due to differences of expertise within the group, eg placement of the elements. With a community group it is inevitable that the people involved in the design are not always the same people as those implementing it.

### ***What I would do differently***

To enhance the flow of the design, I would in future scan in sections of minutes etc and add notes. I would also annotate the survey and analyse sections more. If I was leading such a project again, I would ideally start with the team undertaking a PDC together to create the site design.

## Project Costs

	In-kind/Cash	Yr 1: 11/09-03/10	Yr 2: 04/10-03/11	Yr 3: 04/11-03/12
Project Co-ordination (6 hours per week)	Cash	£1,080.00	£3,600.00	£3,600.00
Volunteer Leaders Sessional (8 hrs per week)	Cash	£1,440.00	£4,800.00	£4,800.00
Admin (2 hours per week)	Cash	£400.00	£1,000.00	£1,000.00
Site insurance	Cash	£100.00	£240.00	£240.00
Water bill	Cash*		£400.00	£400.00
Transport	Cash	£100.00	£150.00	£150.00
Office Costs	Cash	£100.00	£150.00	£150.00
Consumables	Cash	£80.00	£100.00	£100.00
Publicity/Events	Cash	£80.00	£100.00	£80.00
Gower Soil Conditioner	Cash		£100.00	£100.00
Storage container	Cash	£1,000.00		
Irrigation – Pipes (12m)	Cash	£230.00		
Mini digger hire		£500.00	£400.00	
Solicitors fees (lease)	Cash	£500.00		
Water connection - Dwr Cymru charge	Cash	£2,200.00		
Alkathene water pipe	Cash	£200.00		
Plumbing	Cash	£200.00		
Reed bed creation	Cash		£500.00	
Contingency 5%	Cash	£790.00	£1,387.00	£1,341.00
Stock - Trees/Cards	Cash	£800.00	£1,000.00	£1,000.00
<i>Training and related Costs (Yr 2 Env Wales) (Yr 3 Awards 4 All)</i>	<i>Cash</i>		<i>£5,000.00</i>	<i>£5,000.00</i>
<i>Tools and Materials (Fiskars Orange Thumb)</i>	<i>Cash</i>	<i>£2,000.00</i>		
<i>Bark chip @ £40/ load</i>	<i>In-Kind</i>	<i>£400.00</i>	<i>£200.00</i>	<i>£200.00</i>
<i>Root Trainer Pots</i>	<i>In-Kind</i>	<i>£400.00</i>		
<i>Volunteer Hours</i>	<i>In-Kind</i>	<i>£4,000.00</i>	<i>£10,000.00</i>	<i>£10,000.00</i>
<b>TOTAL</b>	<b>£73,888.00</b>	<b>£16,600.00</b>	<b>£29,127.00</b>	<b>£28,161.00</b>
Total Requested:Gower SDF	£33,888.00	£9,000.00	£12,927.00	£11,961.00

