



# Steps to Success

## Camau at Lwyddiant



A Good Practice Guide to Community Design  
Canllaw Arfer Da i Ddylunio Cymunedol



### > Good Practice Guide

### > Canllaw arfer da i Ddylunio Cymunedol

## Foreword

In 2005, Community Design Gwent celebrated its 20th birthday – 20 years of providing community based professional design services to local communities. As part of the celebration, we invited partners, practitioners and community representatives to a day-long event, designed to illustrate the added value that community design can bring to the regeneration process. It was sponsored by Awards for All Wales. We were able to invite practitioners from other community design and community technical aid organisations to join with us, in demonstrating the breadth and range of expertise available, from small graphic design projects, to multi-million pound built environment projects.

One of the outcomes of that day, was the realisation that there is a lot of unsung experience and good practice out there, which needs to be tapped into.

The Welsh Assembly Government's 'New Ideas Fund' was just the vehicle to allow us to do that, and it is with their help that we have been able to carry out this study. It included a survey of Communities First and other voluntary sector groups in Wales, which established what is happening on the ground, and allowed us to use their experience to produce '**Steps to Success**', a good practice guide for working with designers and getting your project off the ground.

'**Steps to Success**' is intended to be of practical use and hopefully to provide a little inspiration. The Guide is split into four sections, covering an initial preamble about the role of design and a summary of the results of the survey, section 2 which outlines the recommended 'Steps to Success', section 3 covers the case studies, and section 4 provides some Resources to help get you started.

'**Steps to Success**' couldn't have been put together without the help of the people providing case studies, our colleagues in England and Northern Ireland, nor without the help of the Project Panel - Huw Owen (of Dobson Owen), Nigel Collins (Abertillery Communities First) and of course, Helen Dearden from the Wales Assembly Government.

**Sue Barlow, Director, Community Design.**

Sponsored by 'Awards for All Wales' and  
Welsh Assembly Government "New Ideas Fund"

## Rhagair

Yn 2005 dathlodd "Community Design Gwent" ei 20fed ben-blwydd – 20 mlynedd o ddarparu gwasanaethau dylunio proffesiynol seiliedig ar y gymuned i gymunedau lleol. Fel rhan o'r dathliadau gwahoddon ni bartneriaid, ymarferwyr a chynrychiolwyr cymunedol i ddigwyddiad undydd wedi ei drefnu i ddangos y gwerth ychwanegol y gall dylunio cymunedol ei roi i'r broses adfywio. Cafodd ei noddi gan "Arian i Bawb Cymru." Roedd yn gallu gwahodd ymarferwyr o fudiadau dylunio cymunedol eraill ac o fudiadau cymorth technegol cymunedol i ymuno â ni yn dangos lled ac ehangder yr arbenigedd sydd ar gael o brosiectau bychain dylunio graffeg i brosiectau aml-filiwn yr amgylchfyd adeiledig.

Un o ganlyniadau'r dydd hwnnw oedd i ni sylweddoli fod llawer o brofiad anhysbys ac arfer da ar gael a ddylai gael ei ddefnyddio.

"Cronfa Syniadau Newydd" Llywodraeth y Cynulliad oedd y modd i'n galluogi i wneud hynny a chyda eu help hwy y llwyddon ni i gwblhau yr astudiaeth hon. Roedd yn cynnwys arolwg o "Cymunedau yn Gyntaf" ac o grwpiau eraill o'r sector gwirfoddol yng Nghymru a sefydlodd beth sy'n digwydd ac â'n galluogodd i ddefnyddio eu profiad i gynhyrchu "**Camau at Lwyddiant**", canllaw arfer da ar sut i weithio gyda dylunwyr ac i wireddu eich cynllun.

Bwriedir y bydd "**Camau at Lwyddiant**" o ddefnydd ymarferol a gobeithio y bydd yn rhoi tipyn o ysbrydoliaeth. Rhennir y canllaw yn bedair rhan, yn cynnwys rhagymadrodd dechreul am rôl dylunio a chrynodeb o ganlyniadau'r arolwg, rhan 2 sy'n amlinellu y "Camau at Lwyddiant" argymelledig, rhan 3 sy'n cynnwys yr astudiaethau achos a rhan 4 sy'n darparu adnoddau i'ch helpu ar ddechrau'r broses.

Ni ellir fod wedi cynhyrchu "**Camau at Lwyddiant**" heb gymorth y bobl a ddarparodd yr astudiaethau achos, ein cydweithwyr yn Lloegr ac yng Ngogledd yr Iwerddon, nac heb gymorth y "Panel Prosiect" – Huw Owen (o Dobson Owen), Nigel Collins (Abertillery Communities First) ac, wrth gwrs, Helen Dearden o Lywodraeth Cynulliad Cymru.

**Sue Barlow, Cyfarwyddwr, Community Design.**

Noddyd gan "Arian i Bawb Cymru" a "Cronfa Syniadau Newydd" Llywodraeth Cynulliad Cymru



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# STEPS TO SUCCESS

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The 10 'Steps to Success' were identified during the course of this study and are considered to be essential in the development of successful community design projects:

- 1.** Understanding the process
- 2.** Community support
- 3.** Community leadership and vision
- 4.** Partnership working
- 5.** Learning from others
- 6.** Planning ahead
- 7.** Developing a clear brief
- 8.** Setting realistic budgets
- 9.** Finding the right people – appropriate professional guidance
- 10.** Sustainability

Cafodd y 10 cam at lwyddiant eu henwi yn yr astudiaeth hon ac fe ystyrir eu bod yn hollbwysig yn natblygiad prosiectau dylunio cymunedol llwyddiannus.

- 1.** Deall y broses
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## 1 Introduction

It is generally acknowledged that there is a need for professional design and technical services at key stages in the development of community projects.

**“.... community buildings can and do play a key role in strengthening local communities. However, they need more resources, and better access to specialist information and advice, if they are to expand and develop their activities to meet changing needs....”**

*“Forgotten Resources? The role of community buildings in strengthening local communities” by Paul Marriott for Community Matters*

It is also generally accepted that this input needs to reflect community needs and aspirations, and that it needs to form part of the capacity building process.

However, besides fulfilling the technical aspects of what can be a very complicated process, good design can and should, bring added value to the end result.

Whether you are a small charity wanting to produce

exciting promotional material, or whether you are community association hoping to build a new community centre, the chances are you will only get one opportunity to get it right.

This guide is partly based on the experience of community design organisations, which specialise in working with community projects and have learned some valuable lessons over the years. It is also based on the experiences of ordinary community groups and third sector agencies, eager to pass on the lessons they have learned.

Every Communities First Partnership in Wales has been contacted, so that they have had the opportunity to help us find out about their experiences in developing projects (separate Results Report is available). Arising out of this exercise, several projects presented themselves as potential case studies, which demonstrate:

- how barriers have been overcome
- what key lessons these groups have learned and what they see as the secrets of their success
- what can be achieved by local communities and their designers

## 1 Cyflwyniad

Cydnabyddir yn gyffredinol bod angen dylunio proffesiynol a gwasanaethau technegol ar gyfnodau allweddol o ddatblygiad prosiectau cymunedol.

**“... mae adeiladau cy-munedol yn ac yn gallu chwarae rôl allweddol yn cryfhau cymunedau lleol. Serch hynny mae angen mwy o adnoddau arnynt, a mynediad gwell i wybodaeth arbenigol a chyngor os ydynt i ehangu a datblygu eu gweithgareddau i gyrraedd anghenion newidiol.**

*“Forgotten Resources? The role of community buildings in strengthening local communities” gan Paul Marriott i “Community Matters”*

Hefyd derbynir yn gyffredinol bod angen i'r mewnbwn hwn adlewyrchu anghenion a dyheadau y gymuned, ac fod angen iddo lunio rhan o'r broses meithrin gallu.

Foddbynnag, heblaw am gyflawni yr agweddu technegol o beth all fod yn broses gymhleth iawn, gall a dylai dylunio da roi gwerth ychwanegol i'r canlyniad terfynol.

Prun ai a ydych yn elusen fechan sydd eisiau cynhyrchu

deunyddiau hyrwyddo cyffrous, neu a ydych yn fudiad cymunedol yn gobeithio adeiladu canolfan gymunedol newydd mae'n debyg taw dim ond un cyfle y cewch i gael popeth yn iawn.

Seiir y canllaw hwn yn rhannol ar brofiad mudiadau dylunio cymunedol sy'n arbenigo mewn gweithio gyda phroiectau cymunedol ac sydd wedi dysgu gwersi gwerthfawr dros y blynnyddoedd. Fe'i seiir hefyd ar brofiadau grwpiau cymunedol cyffredin ac asiantaethau'r trydydd sector, yn frwd i rannu yr hyn a ddysgasant.

Cysylltwyd â phob Partneriaeth Cymunedau yn Gyntaf yng Nghymru, felly cawsant bob cyfle i'n helpu i ddod i wybod am eu profiadau yn datblygu proiectau (Mae Adroddiad Canlyniadau ar wahan ar gael). Yn deillio o'r profiad hwn daeth amryw o broiectau i'r amlwg fel astudiaethau achos posibl, sy'n dangos:

- sut y goresgynwyd rhwystrau
- pa wersi allweddol a ddysgwyd gan y grwpiau hyn a beth maent yn ei gredu yw cyfrinach eu llwyddiant
- beth all gael ei gyflawni gan gymunedau lleol a'u dylunwyr



The resulting Good Practice Guide, includes 'Steps to Success': the recommended way forward for communities wanting to develop a design project. It has been written for the 'Client Group', that is, the community organisation or group that 'owns' the project or is trying to get it off the ground. The aim is to help ensure the delivery of excellent projects, to show what you should expect from your professional advisors, and to show that communities can benefit from the value that good design can bring by:

- setting up the right processes and procedures for the project;
- Finding the right people to work with;
- Keeping all sections of the community on board;
- managing the budget to achieve a quality solution;
- avoiding pitfalls;
- finding sources of information and support; and
- achieving excellence in design.

The Guide mainly focuses on community building and built environment projects because the survey indicates that these are the most common. They also tend to be the most complicated. However, the Steps to Success are applicable to any project requiring a design input.

## 1.2 The Role of Design

An interesting point to emerge from the survey of Communities First Partnerships, is that to many 'functionality' is more important than 'form' or impact. As long as the project performs its job, what it looks like is less important. And yet, in the two largest projects in the case studies section, the 'impact' of the projects was a key part of the Community's vision. They wanted their buildings to make a positive impact on the streetscape, and for people to feel uplifted when using them.

Litter, graffiti, vandalised and semi-derelict buildings have a depressive effect on a community and contribute to a general sense that an area is not worth looking after.

Recent Joseph Rowntree research<sup>1</sup> shows that a significant gap exists between the environmental amenity of deprived and less deprived neighbourhoods. Some deprived neighbourhoods face environmental challenges that are noticeably more severe, especially with litter, fly-tipping and poorly maintained public spaces. This can be

<sup>1</sup> Hastings, A., Flint, J., McKenzie, C. & Mills, C. (YEAR) Cleaning up neighbourhoods: Environmental problems and service provision in deprived neighbourhoods, published for the Joseph Rowntree Foundation by The Policy Press

Mae'r Canllaw Arfer Da a ddeilliodd o hyn yn cynnwys "Camau at Lwyddiant", y ffordd ymlaen a argymhellir i gymunedau sydd eisiau datblygu prosiect dylunio. Cafodd ei ysgrifennu i'r cwsmeriaid, hynny yw, y mudiad gymunedol neu'r grŵp sy'n berchen ar y prosiect neu sydd yn ceisio ei ddechrau. Y nod yw sicrhau cyflawniad prosiectau ardderchog, dangos beth allwch ei ddisgwyl gan eich cynghorwyr proffesiynol, a dangos y gall cymunedau elwa gan y gwerth ychwanegol a ddaw gyda dylunio da drwy:

- sefydlu y prosesau a'r dulliau gweithredu cywir i'r prosiect;
- ddarganfod y bobl gywir i gydweithio gyda;
- gadw pob sector o'r gymuned yn rhan o'r broses
- reoli'r cylledeb i gyflawni datrysiaid graenus
- osgoi problemau
- ddarganfod ffynonhellau o wybodaeth ac o gymorth a
- gwireddu rhagoriaeth mewn dylunio

Mae'r canllaw yn canolbwytio yn bennaf ar adeiladu cymunedol a phrosiectau yr amgylchfyd adeiledig oherwydd dengys yr arolwg taw'r rhain yw'r mwyaf cyffredin. Tueddant hefyd i fod y rhai mwyaf cymhleth. Serch hynny mae'r Camau at Lwyddiant yn berthnasol i unrhyw brosiect sydd angen mewnbwn dylunio arno.

## 1.2 Rôl Dylunio

Pwynt diddorol a ddaeth i'r amlwg yn yr arolwg o bartneriaethau Cymunedau yn Gyntaf yw bod y natur ymarferol yn fwy pwysig na ffurf neu argraff. Cyd fod y prosiect yn gwneud ei waith mae ei ymddangosiad yn llai pwysig. Ac eto, yn y ddau brosiect fwyaf yn yr adran astudiaethau achos, roedd argraff y prosiectau yn rhan allweddol o weledigaeth y gymuned.

Roedd y eisiau i'w hadeiladau wneud argraff positif ar y strydlun, ac i bobl deimlo'n ysbrydoledig pan oedd ynt yn eu defnyddio.

Caiff sbwriel, graffiti, adeiladau wedi eu fandaleiddio ac sy'n adfeiliadig effaith pruddglwyfus ar gymuned ac maent yn cyfrannu at deimlad cyffredinol nad yw ardal yn werth gofal.

Dengys ymchwil diweddar Joseph Rowntree<sup>1</sup> bod bwlc arwyddocaol yn bodoli rhwng darpariaethau amgylcheddol cymdogaethau di-freintiedig a'r rhai llai di-freintiedig. Wyneba rhai cymdogaethau di-

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partially attributed to poorer services in these areas but also to the tendency of deprived neighbourhoods having characteristics, which make them prone to environmental problems. For example, large areas of undefended space (like the huge swathes of grass and tarmac previously favoured by social landlords) and denser populations making them more susceptible to environmental wear and tear.

One of the recommendations coming out of this piece of research (*Cleaning up neighbourhoods: Environmental problems and service provision in deprived neighbourhoods*), is the need to encourage a more responsible attitude among residents towards the neighbourhood environment and that this will be important in order to support lasting change. This is a principle that the community sector is well acquainted with.

But what of those factors that might underpin some of these problems? What about the fundamental design and quality of these places?

Other Joseph Rowntree<sup>2</sup> research suggests that when analysing attributes in neighbourhoods that 'work', high design and environmental standards are found to be intrinsic, even in those areas exhibiting attributes normally associated with negative images, such as a high proportion of social rented housing. For example, the popularity and sustainability of Bournville in Birmingham, is based upon the successful application of several key principles which include

- a high quality natural environment,
- an imaginative and coherent overall planning framework,
- a high architectural quality of the built environment.

Where housing is seen to be attractive, irrespective of tenure, households will want to stay longer in the area or will commit themselves more to the neighbourhood, thereby ensuring greater social cohesion.

So how do we encourage our communities to demand higher standards of design and to use their designers properly, thus ensuring that a potentially key element in the physical regeneration of their neighbourhoods, is optimised? How do we persuade them that form is just as important as function?

<sup>2</sup> Groves, R., Middleton, A., Murie, A. & Broughton, K. [YEAR] Neighbourhoods that work: A study of the Bournville Estate, Birmingham published by Joseph Rowntree

freintiedig heriau amgylcheddol sy'n amlwg yn fwy llym yn arbennig gyda sbwriel, tipio anghyfreithlon a lleoedd cyhoeddus wedi eu cynnal yn wael. Esbonnir hyn yn rhannol oherwydd bod gwasanaethau gwaelach yn yr ardaloedd hyn ond hefyd gan fod gan gymdogaethau di-freintiedig nodweddion sy'n eu gwneud yn fwy tebygol o ddioddef problemau amgylcheddol. Er enghraiftt ardaloedd mawr o le na ellir ei amddiffyn (fel yr ardaloedd enfawr o wair a tharmac a ffafrwyd yn y gorffennol gan landlordiaid cymdeithasol cofrestredig) a phoblogaethau mwy niferus sy'n eu gwneud yn fwy tueddol i draul amgylcheddol.

Un o'r argymhellion a ddaeth o'r darn hwn o ymchwil (*Cleaning up neighbourhoods: Environmental problems and service provision in deprived neighbourhoods*) yw'r angen i annog agwedd fwy cyfrifol ymysg trigolion tuag at yr amgylchedd cymdogol ac y bydd hyn yn bwysig er mwyn cynnal newid cynaladwy. Mae hwn yn egwyddor y mae'r sector gymunedol yn ei adnabod yn dda.

Ond beth am y ffactorau sydd efallai yn sail i rai o'r problemau hyn? Beth am ddyluniad ac ansawdd sylfaenol y lleoedd hyn?

Awgryma ymchwil arall Joseph Rowntree<sup>2</sup> pan oedd yn dadansoddi nodweddion cymdogaethau sy'n "gweithio" bod dyluniad uchel a safonau amgylcheddol i'w gweld yn hanfodol, hyd yn oed yn yr ardaloedd sy'n arddangos nodweddion â gysylltir gan amlaf â delweddau negatif, fel rhan uchel o dai rhent cymdeithasol. Er enghraiftt seilir poblogrwydd a chynhaladwyedd Bournville yn Birmingham ar weithredu yn llwyddiannus nifer o egwyddorion allweddol sy'n cynnwys:  
→ amgylchedd naturiol o ansawdd uchel  
→ fframwaith gynllunio cyflawn dychmygus a chyson  
→ amgylchedd adeiledig o ansawdd bensaerniol uchel

Ble gwelir tai deniadol, beth bynnag fo'r ddeiliadaeth bydd trigolion eisai aros yn hirach yn yr ardal neu yn ymrwymo eu hunain yn fwy i'r gymdogaeth, a thrwy hynny yn sicrhau mwy o gydlyniant cymdeithasol.

Felly sut y gallwn annog ein cymunedau i hawlio safonau uwch o ddyluniad ac i ddefnyddio eu dylunwyr yn briodol, a thrwy hynny sicrhau bod yr elfen a all fod yn allweddol yn adnewyddiad gorfforol eu cymdogaethau yn cyrraedd ei botensial? Sut y gallwn eu perswadio bod ffurf cyn bwysicced â'r natur ymarferol?

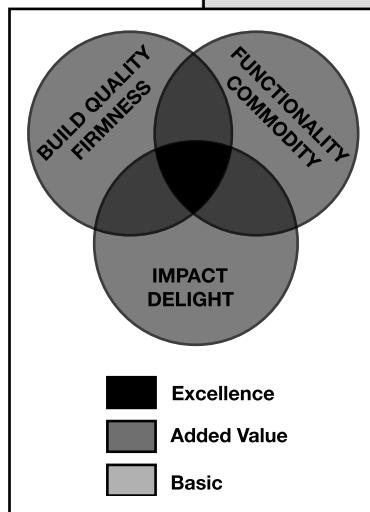


### 1.3 What do we mean by good design?

The challenge for our Client Groups, is how do we ensure that our communities enjoy the added value that design can bring and not just regard it as another aspect of expensive designer culture.

The Design Commission for Wales (DCFW) adopts a well known definition of what constitutes good design, which was first articulated by the Romans and subsequently adopted by generations of designers.

Good Design is that which delivers ‘commodity, firmness and delight’. A more contemporary interpretation can be found on the Government’s Commission for Architecture and the Built Environment (CABE)’s website and is shown as the ‘*design quality indicator*’ (right).<sup>3</sup>



See case studies 3,5, 8,10,13 for examples of projects which made an impact

#### Impact

This refers to the pleasure that a development gives to the senses of those who use a building or space, and to the community in which it is sited. It refers to the character and visual impact your project will have. The ‘delight’ experienced by the users.

Does it look good? Do the form and materials used add to, or detract from, the finished product?

If it is a built environment project, does it have a positive effect on the community and the environment?

If it is a piece of graphic design, does the printed product stand out in a crowd, does it feel right?

#### Functionality

This refers to the capacity of the development to accommodate the needs of the user. Is the final project fit for purpose? In a building, does it work? Is the relationship between the rooms and spaces right? Are they the right size?

### 1.3 Beth ydym yn ei feddwl gyda dylunio da?

Yr her i'n cwsmeriaid yw sut y gallwn sicrhau y bydd ein cymunedau yn mwynhau'r gwerth ychwanegol sy'n dod gyda dylunio da a pheidio â'i ystyried fel agwedd arall o'r diwylliant dylunio drud.

Mae Comisiwn Dylunio Cymru (CDC) yn defnyddio diffiniad adnabyddus o beth sy'n gwneud dylunio da a gafodd ei fynegi yn gyntaf gan y Rhufeiniaid ac wedyn ei fabwysiadu gan genedlaethau o ddylunwyr.

Dylunio Da yw'r hyn sy'n cyflawni “nwyddau, cadernid ac hyfrydwch”. Gellir darganfod dehongliad mwy cyfoes ar wefan “Y Comisiwn dros Bensaerniâeth yn yr Amgylchedd Adeiledig” y Llywodraeth ac fe'i dangosir fel “cyfeiryd ansawdd dylunio” (ar y chwith).<sup>3</sup>

Gweler astudiaethau achos 3, 5, 8, 10, 13 am esiamplau o brosiectau a wnaeth argraff

#### Argraff

Cyfeiria hwn at y pleser y gall ddatblygiad ei roi i synhwyrau'r sawl a ddefnyddia adeilad neu fan ac i'r gymuned ble y caiff ei leoli. Cyfeiria at gymeriad ac argraff weledol eich prosiect. Yr “hyfrydwch” a brofir gan y defnyddwyr.

Ydy e'n edrych yn dda? Ydy'r ffurf a'r deunyddiau a ddefnyddiwyd yn ychwanegu at neu'n tynnu oddi wrth y cynnyrch terfynol?

Os taw prosiect amgylchfyd adeiledig yw'r prosiect, ydy e'n cael effaith positif ar y gymuned a'r amgylchedd?

Os taw darn o ddylunio graffeg yw'r prosiect, ydy'r cynnyrch argraffedig yn sefyll allan, ydy e'n teimlo'n iawn?

#### Natur ymarferol

Cyfeiria hyn at allu'r datblygiad i fodloni anghenion y defnyddiwr. Ydy'r prosiect terfynol yn ateb y gofyn? Os adeilad, ydy e'n gweithio?

**See case studies**  
2,3,5,6,7,8,9,  
10,12,13,14  
for examples of functionality,

If it's a MUGA (multi use games area) for example, can you play basketball in it? Are the sides high enough?

If it's an Annual Report, can you read it? Are the figures presented in such a way as to make them understandable?

## Quality

'Firmness' refers to the structural soundness of the project and its ability to last. This concerns the quality of production and robustness, how well it has been produced.

**See case studies**  
1,3,5,6,8,10,13,  
for examples of quality and ability to last

Good Design is not necessarily about money, although good budgets help. It is about how the resources are used to produce a fusion of quality, functionality and impact, with a view to achieving excellence.

**Gweler astu-diaethau achos**  
2, 3, 5, 6, 7, 8,  
9, 10, 12, 13,  
14 am esiam-plau o natur ymarferol

Ydy'r berthynas rhwng yr ystafelloedd a'r gwagleodd yn iawn? A dynt y maint cywir? Os taw man chwarae amlddefnydd, er enghraifft, ydy'r prosiect, ydy hi'n bosibl chwarae pêl-fasged ynddo? Ydy'r welydd yn ddigon uchel?

Os taw adroddiad blynnyddol ydy e, allwch chi ei ddarllen? Ydy'r ffigurau yn cael eu cyflwyno mewn ffordd i'w gwneud yn ddealladwy?

## Ansawdd

**Gweler astu-diaethau achos**  
1, 3, 5, 6, 8, 10,  
13 am esiam-plau o ansawdd a hir oes

Cyfeiria cadernid at gadernid adeileddol y prosiect a'i allu i oroesi. Mae hyn yn ymwnheid ag ansawdd y cynhyrchiad a'i rymuster a pha mor dda y cafodd ei gynhyrchu.

Nid yw Dylunio Da o reidrwydd am arian, er fod cyllidebau da yn helpu. Mae yn fwy am sut y defnyddir yr adnoddau i uno ansawdd, natur ymarferol ac argraff, gyda'r nod o gyrraedd rhagoriaeth.

## 1.4 what's happening in Welsh Communities?

Communities First Partnerships and voluntary sector groups throughout Wales were invited to take part in a survey, which was designed to get feedback on progress, or otherwise, in implementing projects requiring professional design assistance. (The full results of this survey can be found in 'Good Practice in Design – Results Report'.) The survey examined the trends in terms of type of project being undertaken, and experiences (positive or otherwise) of the project development experience.

1. Most of those surveyed had undertaken some kind of built environment project (86%). These were mainly community building projects, play, conservation areas and community garden projects. Most of the community building projects were still in the early stages of development (post feasibility, pre funding).
2. The key players in terms of driving the projects are local groups usually in partnership with Communities First (staff or board members). In 39% of cases it was just the group, and in 36% of cases it was just Staff or Board.

## 1.4 Beth sy'n digwydd yng nghymunedau Cymru?

Gwahoddwyd Partneriaethau Cymunedau yn Gyntaf a grwpiau'r sector gwirfoddol ledled Cymru i gymryd rhan mewn arolwg, gyda'r nod o dderbyn adborth ar ddatblygiad, neu ddiffyg datblygiad, gweithredu prosiectau gydag anghenion cymorth dylunio proffesiynol. (Gellir gweld canlyniadau llawn yr arolwg hwn yn "Arfer da mewn dylunio – adroddiad o ganlyniadau.") Archwiliodd yr arolwg yr argoelion yn nhermau y math o brosiect oedd yn cael ei gyflawni, a'r profiadau (positif neu fel arall) o'r profiad datblygu prosiectau.

1. Roedd y rhan fwyaf o'r rhai a arolygwyd wedi ymgymryd â rhyw fath o brosiect adeiledded amgylcheddol (86%). Ar y cyfan prosiectau adeiladu cymunedol, ardaloedd chwarae, ardaloedd cadwraeth a phrosiectau gerddi cymunedol oedd ynt. Roedd y rhan fwyaf o'r prosiectau adeiladu cymunedol yn dal yn y cyfnodau cynnar o ddatblygiad (ôl-dichonoldeb a chyn-ariannu)

<sup>3</sup> Adapted from 'Creating Excellent Buildings – a guide for clients' by CABE 2003 edition.



3. People had no problem in identifying that they needed professional help, and what kind of help they needed.
4. Most groups or organisations seem to have found no difficulty in accessing help. 35% usually through County Voluntary Councils, or Communities First networks and 37% by word of mouth.
5. Appointing professional advisors seemed fairly informal with only 22% going out to tender and only two groups interviewing prospective consultants. Only 30% had a written brief.
6. 45% of groups paid for their consultant by applying for a grant, and 22% found the fee from their own funds. However 15% found people to do work at risk. However there appears to be a need for easy access to feasibility funding.
7. Just under 60% of groups were satisfied with the service they received, and felt that it was value for money.
8. There was a universal appreciation of the need for projects to be 'fit for purpose', that is, that the end result should be able to fulfil its function. However, whether or not a project should be aesthetically pleasing, was not as important. Only half as many people considered it to be 'very important'.
9. 67% of respondents volunteered additional information about the process and experience, and how they learnt from it.

## 1.5 Design Champions

The Design Commission for Wales is funded by the National Assembly for Wales. Their mission is to promote Design, and Champion high standards of architecture, landscape and urban design, promoting wider understanding of the importance of good quality in the built environment, supporting skill building, encouraging social inclusion and sustainable development. They ran the 'your square mile' initiative in 2006 as a means of involving the public in an examination of the quality of our built environment. This rather low profile exercise may not have attracted the attention it should from those living in our most deprived areas.

2. Y chwaraewyr allweddol y tu ôl i'r prosiectau yw grwpiau lleol sydd y rhan amlaf mewn partneriaeth gyda Cymunedau yn Gyntaf (staff neu aelodau o'r bwrdd). Y grŵp yn unig oedd mewn 39% o achosion a dim ond y staff neu'r bwrdd oedd mewn 36% o achosion.
3. Nid oedd gan bobl broblem yn adnabod bod angen cymorth proffesiynol arnynt na pha fath o help roeddynt ei angen.
4. Ni chafodd y mwyafri o grwpiau neu sefydliadau anhawster yn cael gafael ar gymorth. 35% gan amlaf drwy Cynghorau Gwirfoddol Sirol neu Cymunedau yn Gyntaf a 37% ar lafar.
5. Ymddangosai penodi cyngorwyr proffesiynol yn weddol anffurfiol gyda dim ond 22% yn gosod gwaith ar gynnig a dim ond dau grwp yn cyfweld ag ymgynghorwyr arfaethedig. 30% yn unig a dderbyniodd brifff ysgrifenedig.
6. Talodd 45% o grwpiau am eu ymgynghorwr drwy rhoi cais am grant, a thalodd 22% y gost o'u cyllideb eu hunain. Foddbynnag darganfu 15% bobl i wneud gwaith ar fenter. Er hynny mae'n ymddangos bod angen cael gafael ar gyllid dichonolrwydd.
7. Roedd ychydig o dan 60% o'r grwpiau yn hapus gyda'r gwasanaeth a dderbyniwyd, a theimlent eu bod wedi derbyn gwerth am arian.
8. Roedd gwerthfawrogiad cyffredinol o'r angen i'r prosiectau fod yn adidas i'r diben, hynny yw, y dylai'r canlyniad terfynol fod yn abl i gyflawni ei waith. Foddbynnag, nid oedd a oedd y prosiect yn gain cyn bwysiced. Dim ond hanner cynifer o bobl oedd yn ei ystyried yn "bwysig iawn".
9. Rhoddodd 67% o'r atebwyr wybodaeth ychwanegol am y broses a'r profiad, a sut y dysgasant ganddo.

## 1.5 Pencampwyr Dylunio

Caiff Comisiwn Dylunio Cymru ei ariannu gan Lywodraeth Cynulliad Cymru. Eu cennad yw hyrwyddo Dylunio, a chefnogi safonau uchel o bensaernïaeth, dylunio tirwedd a threfol, hyrwyddo dealltwriaeth ehangach o bwysicrwydd ansawdd dda yn yr amgylchedd adeiledig, cefnogi meithrin sgiliau, annog cynhwysiad cymdeithasol a datblygiad cynaliadwy. Cyfarwyddon nhw y fenter "eich milltir sgwâr" yn



Throughout the UK we are seeing the introduction of Design Champions whose remit is to ensure design quality is given high priority at the highest level by encouraging the delivery of a better standard of design with high quality, people focused environments and buildings that make a positive contribution to their neighbourhoods

But where are the Design Champions for our Communities?

## Conclusions

Although the results suggest that it is relatively easy to find designers and other professional help, the experiences of respondents of the process and the lessons they learned, provide the basis for a good practice framework.

These learning points coupled with the information from the case studies, cover a large part of the spectrum of project development. However there are some barriers to project development which cannot be overcome without outside bodies, such as funders taking some of the points on board.

For example,

Could funders learn from the private sector, and let the major funder do the project assessment? Why should funders spend time and money or redoing applications, possibly 6 or 7 times? This is burdensome for the project developer as they then have to complete 6 or 7 almost identical application forms?

There is also a need for Feasibility Funding to be made more easily available. The Feasibility Process is the foundation of a sound project and yet no particular grant body seems to take this

on board, nor does there seem to be any acknowledgement by funders that a strategic approach might be appropriate. The rules of procurement (commissioning someone to do work) make it very difficult for groups when they go out to tender for Consultants and sometimes only get one reply which they are happy with. Having to

**"The process of creating buildings is one of the most complex, challenging and fulfilling activities that an individual or organisation can undertake. The client role is a crucial success factor in the quality of the final product."**

Sir Stuart Lipton  
Commission for Architecture and the Built Environment.

2006 fel ffordd o gynnwys y cyhoedd mewn arolwg o ansawdd ein amgylchedd adeiledig. Efallai na ddenodd yr ymarfer braidd yn anamlwg hwn y sylw y dylai ei gael gan y rhai sydd yn byw yn ein hardaloedd mwyaf ddi-freintiedig. Ledled y DU gwelwn gyflwyniad Hyrwyddwyr Dylunio sydd â'r cyfrifoldeb o sicrhau blaenorriaeth uchel ar y lefel uchaf i ansawdd dylunio drwy annog gwell safon o ddylunio gyda amgylcheddau ac adeiladau o ansawdd dda wedi eu canoli ar bobl ac sydd yn gwneud cyfraniad bositif i'w cymdogaethau.

Ond ble mae'r Hyrwyddwyr Dylunio i'n Cymunedau?

## Casgliadau

Er fod y canlyniadau yn awgrymu ei fod yn weddol hawdd dod o hyd i ddylunwyr a chymorth proffesiynol arall, mae profiadau'r atebwyr o'r broses a'r gwersi a ddysgasant, yn darparu sylfaen i fframwaith arfer da.

Mae'r pwyntiau dysgu hyn, wedi eu cysylltu â'r wybodaeth o'r astudiaethau achos, yn cynnwys ystod eang o'r sbectrwm datblygu prosiect. Fodd bynnag mae rhai rhwystrau i ddatblygu prosiectau na ellir eu goresgyn heb fod cyrff allanol, megis arianwyr, yn derbyn rhai o'r pwyntiau.

Er enghraiftt,

All gyllidwyr ddysgu gan y sector preifat, a gadael i'r prif gyllidwr wneud yr asesiad prosiect? Pam y dylai gyllidwyr dreulio amser ac arian neu ail-wneud ceisiadau, efallai 6 neu 7 o weithiau? Mae hyn yn fwrrn ar y datblygwr prosiect gan ei fod wedyn yn gorfol llenwi 6 neu 7 ffurflen gais bron yn union yr un fath.

Mae hefyd angen i Gyllido Dichonolrwydd fod ar gael yn rhwyddach. Y broses ddichonolrwydd yw'r sail i brosiect cadarn ond eto does dim corff cyllido arbennig

yn ymweud â hyn a does dim cydnabyddiaeth gan gyllidwyr y gallai dull strategol fod yn addas.

Sir Stuart Lipton  
Comisiwn dros Ben-saerni'aeth a'r Amgylchedd Adeiledig

**"Mae'r broses o greu adeiladau yn un o'r gweithgareddau mwyaf cymhleth, heriol a bodhaol y gall unigolyn neu fudiad ymgymryd â fo. Mae rôl y cwsmer yn ffactor hanfodol yn ansawdd y cynyrch terfynol."**

Mae rheolau caffaeliad yn eu gwneud yn anodd iawn i grwpiau pan maent yn gosod gwaith ar gynnig i ymgynghorwyr ac weithiau yn derbyn dim ond un ateb sy'n eu plesio. Mae gorfol ailwneud y broses yn gallu achosi rhwystredigaeth ac oedi.

repeat the process can cause frustration and delay.

There is a need for good affordable legal advice for group, particularly for leases and other binding contracts.

There is a need for independent advice on Value Added Tax (VAT) responsibilities as well as information about risk assessments and accounting liabilities.

There are also a range of related issues which have arisen, which can't be covered by this study or the good practice guide, but which could contribute to an improved quality of life for Wales' communities.

## Recommendations

1. Guidance and training on project and building development processes is needed.
2. Raising Aspirations – better designed, more attractive and high quality buildings and environments should be the norm, and it is important that welsh communities aspire to the best, not put up with second rate. A design 'champion' for communities may be a way forward.
3. Demonstrating that design gives added value to project development, needs to be promoted and developed and is something which needs to be examined in the 'community' context.
4. Accessing the right help is crucial – for example an update of the Agoriad Community Designer Database would provide communities with expanded information about designers in their area with the right experience,
5. Access to a Feasibility Fund (such as the one the RIBA used to run specifically for community projects) or a more strategic approach by funding bodies, would be a great help to community groups and help ensure that projects get a sound start.
6. Wide dissemination of the results of this research to ensure that groups benefit and other agencies understand their role in partnerships, particularly funders.

Mae angen cyngor cyfreithiol da, fforddiadwy, i'r grwpiau, yn arbennig felly am brydlesoedd a chytundebau gorfodol eraill.

Mae angen cyngor annibynnol ar gyfrifoldebau TAW (Treth ar Werth) ynghyd â gwybodaeth am asesiadau o fenter ac atebolrwydd cyfrifyddu.

Mae hefyd ystod o faterion cydberthynol sydd wedi codi na ellir delio â hwynt yn yr astudiaeth hon nac ychwaith yn y canllaw arfer da ond a all gyfrannu at ansawdd bywyd gwell i gymunedau Cymru.

## Argymhellion

1. Mae angen arweiniad a hyfforddiant am brosesau datblygu adeiladu.
2. Codi dyheadau – dylai taw'r norm yw adeiladau ac amgylcheddau mwy deniadol ac o ansawdd dda ac sydd wedi eu dylunio'n well, ac mae'n bwysig fod cymunedau Cymru yn dyheu am y gorau a pheidio â derbyn dim llai. Efallai basai "cefnogwr dylunio" i gymunedau yn ffodd ymlaen yn hyn o beth.
3. Dylid hyrwyddo a datblygu arddangos bod dylunio yn rhoi gwerth ychwanegol i ddatblygiadau prosiect a dylid archwilio hyn yng nghyd-destun y gymuned.
4. Mae darganfod cymorth o'r math cywir yn hanfodol – er enghraift basai diweddar cronfa-ddata Dyluniwr Cymunedol Agoriad yn rhoi gwybodaeth ehangach i'r cymunedau am ddylunwyr gyda'r profiad berthnasol yn eu hardaloedd hwy.
5. Basai mynediad at Gronfa Ddichonolrwydd (fel yr un yr arferai RIBA ei rhedeg yn unswydd i brosiectau cymunedol) neu ddull mwy strategol gan gyrff cylrido, yn gymorth mawr i grwpiau cymunedol ac yn helpu sicrhau bod prosiectau yn derbyn dechreuaed cadarn.
6. Lledaeniad eang o ganlyniadau'r ymchwil hwn i sicrhau bod grwpiau yn elwa ac bod asiantaethau eraill, yn arbennig cyllidwyr, yn deall eu rôl mewn partneriaethau.



## 2 Ten Steps to Success

The 10 'Steps to Success', identified by this study, have been drawn directly from the experiences of those taking part. The Barriers encountered by project managers, and their 'Secrets of Success' suggest the following Steps are crucial to the success of community projects:

- 1** Understanding the process
- 2** Community support
- 3** Community leadership and vision
- 4** Partnership working
- 5** Learning from others
- 6** Planning ahead
- 7** Developing a clear brief
- 8** Setting realistic budgets
- 9** Finding the right people – appropriate professional guidance
- 10** Sustainability

What follows is a discussion of how these factors can impact on a project, and the steps that the Client Group needs to take, to ensure that their experience of working with Designers, and of developing a sometimes very complex project, has a greater likelihood of success.

The Commission for Architecture and the Built Environment's 'Creating Excellent Buildings' also proposes 10 key ways to be a successful client and anybody wanting to develop a large scale project would be advised to read it, as it contains over 240 pages of excellent advice and information. It can be downloaded from their website at [www.cabe.org.uk](http://www.cabe.org.uk). However it is aimed primarily at the large corporate developer, rather than small community groups.

CTAC (the Community Technical Aid Centre in Manchester) has been undertaking a three year review of a number of community projects, and they have identified 10 critical success factors also. (see appendix 2)

## 2 Cam at Lwyddiant

Mae'r 10 cam at lwyddiant a ddynodir yn yr astudiaeth hon wedi eu seilio yn uniongyrchol ar brofiadau y rhai oedd yn cymryd rhan. Mae'r Rhwystrau a wynebwyd gan rheolwyr prosiect a'r Gwersi a Ddysgwyd yn awgrymu bod y camau canlynol yn hollbwysig i lwyddiant prosiectau cymunedol.

- 1.** Deall y broses
- 2.** Cefnogaeth gymunedol
- 3.** Arweiniad a gweledigaeth gymunedol
- 4.** Gweithio mewn partneriaeth
- 5.** Dysgu gan eraill
- 6.** Cynllunio
- 7.** Datblygu briff glir
- 8.** Gosod cyllid realistig
- 9.** Darganfod y bobl iawn – cyfarwyddyd proffesiynol addas
- 10.** Cynaliadwyaeth

Mae'r hyn sy'n dilyn yn drafodaeth ar sut mae'r ffactorau hyn yn effeithio ar brosiect, a'r camau mae'n rhai i'r cleient eu dilyn i sicrhau bod eu profiad o weithio gyda Dylunwyr, ac o ddatblygu, weithiau, prosiect gymhleth iawn yn meddu ar well debygrwydd o lwyddiant.

Mae dogfen y Comisiwn dros Bensaernïaeth a'r Amgylchfyd Adeiledig "Creu adeiladau rhagorol" hefyd yn awgrymu 10 ffordd allweddol i fod yn gleint llwyddiannus a basai'n ddoeth i unrhywun sydd eisai datblygu prosiect mawr i'w ddarllen gan ei fod yn cynnwys dros 240 o dudalenau o gyngor a gwybodaeth ardderchog. Gellir ei lawrlwytho o'u gwefan [www.cabe.org.uk](http://www.cabe.org.uk). Er hynny mae wedi ei baratoi ar gyfer datblygwyr mawr corfforedig yn hytrach na grwpiau bach cymunedol.

Mae CTAC (Community Technical Aid Centre ym Manceinion) wedi bod yn gwneud adolygiad am dair blynedd o nifer o brosiectau cymunedol ac maent wedi dynodi 10 ffactor llwyddiant allweddol. (Gweler atodiad 2)

## Steps to success.....

This section has been designed to provide information sheets with a handy checklist for each stage of your project.

### ✓ Steps to Success

- read through the steps
- plan your activity
- tick off the action points

## Camau at Lwyddiant.....

Dylunwyd y rhan hon i ddarparu taflenni gwybodaeth gyda rhestr ddefnyddiol i bob cam o'ch prosiect

### ✓ Camau at Lwyddiant

- Darllen drwy'r camau
- Trefnu eich gweithgaredd
- Nodwch y pwyntiau gweithredu

## 1 Understand the Process

Step 1 - Read through 'Steps to Success'

Attend training on developing a community building project

Understand your role as the 'Client Group' and understand the roles of the other players

Agree communication channels and meeting dates at the outset

A common comment from Community groups involved in built environment projects is that they wish they'd had a better understanding of the whole process from the outset. This first step attempts to clarify this, or at least highlight some common stumbling blocks.

For example, what's the difference between planning permission and building regulations approval? When is a feasibility study not a feasibility study? A design professional normally does the technical feasibility i.e. looks at what's involved in terms of the design and cost of a project. A feasibility study to a community group might mean a business plan, or a village appraisal. Or both.

What's the difference between getting a surveyor's budget cost estimate and a builder's price? On a large scale project, the fees involved in going out to tender are enormous – tens of thousands of pounds sometimes, depending on the size of the project. For this reason most funders will accept a professional's estimate of what the cost is likely to be at the feasibility stage, usually from a Quantity Surveyor.

The whole process is very complicated, and once the initial feasibility and fundraising stages are complete, it becomes even more complicated, and there is a risk that the role of the Client Group can become marginalised, as experts take over.

In the development of a building (or other built environment) project the emphasis for delivering at each stage changes between the different members of the Development Team.

See case studies  
7,9

## 1 Deall y Broses

Cam 1 - Darllen Camau at Lwyddiant

Mynychu sesiynau hyfforddi ar ddatblygu prosiect adeiladu cymunedol

Deall eich rôl fel cleient a deall rôl y partneriaid eraill

Cytuno ar sianelau cyfathrebu a dyddiadau cyfarfod ar y dechrau

Sylw cyffredin gan grwpiau cymunedol sydd yn ymwneud â phrosiectau yr amgylchfyd adeiledig yw eu bod yn gresynu nad oedd ganddynt gwell ddealltwriaeth o'r holl broses ar y dechrau. Mae'r cam cyntaf hwn yn ceisio egluro hyn neu oleiaf yn pwysleisio rhai anhawsterau cyffredin.

Er enghraifft, beth yw'r gwahaniaeth rhwng caniatad cynllunio a chadarnhad rheolaeth adeiladu? Pryd ydy astudiaeth ddichonoldeb ddim yn astudiaeth ddichonoldeb? Rhan amlaf bydd dyluniwr proffesiynol yn gwneud y dichonolrwydd technolegol hy bydd yn edrych ar ddyluniad a chost y prosiect. Gall astudiaeth ddichonoldeb i grŵp cymunedol olygu cynllun busnes neu werthfawrogiad gan y pentref. Neu'r ddua.

Beth yw'r gwahaniaeth rhwng cael amcangyfrif cost cyllidebu tifresurwr a phris gan adeiladwr? Ar brosiect mawr mae'r ffi'oedd ynglwm â gwneud cynnig am waith yn anferth – yn ddegau o filoedd weithiau, yn dibynnu ar faint y prosiect. Oherwydd hyn bydd y rhan fwyaf o gyllidwyr yn derbyn amcangyfrif y gweithwyr proffesiynol o'r gost yn ystod y cyfnod dichonolrwydd, rhan amlaf gan Syrfêwr Meintiau.

Mae'r broses i gyd yn gymhleth iawn ac unwaith mae'r camau dechreuol dichonolrwydd a chodi arian ar ben mae'n mynd yn fwy cymhleth byth, ac mae perygl y bydd rôl y cleient yn lleihau fel y bydd arbenigwyr yn cymryd drosodd.

Mewn datblygiad prosiect adeiladu (neu amgylchfyd adeiledig arall) mae'r pwyslais ar gyflawni ymhob rhan yn newid rhwng gwahanol aelodau o'r Tîm Datblygu.

# STEPS TO SUCCESS

## CAMAU AT LWYDDIANT



This doesn't mean that there isn't a role for everybody, but it does mean that procedures need to be in place to ensure that everybody is kept in the loop and that information moves back and fore between members of the team effectively. This relationship is linear, especially when the project gets on site with the role of the Consultant being pivotal, because contractually the Contractor shouldn't receive direct instructions from the Client.

The chart above shows the stages a built environment project normally goes through when it is implemented through a standard procurement procedure, i.e. the Client Group commissions its Consultant, who then prepares drawings and documents to go out to tender to several contractors, and then the Consultant manages the contract on the Client's behalf whilst it is on site.

Nid yw hyn yn golygu nad oes rôl i bawb ond mae yn golygu bod angen dulliau i sicrhau bod pawb yn ymwybodol o beth sy'n mynd ymlaen ac fod gwybodaeth yn cael ei basio rhwng aelodau'r tîm yn effeithiol. Mae'r berthynas hon yn llinellol, yn arbennig pan fydd y prosiect ar safle gyda rôl yr ymhynghorydd yn allweddol, oherwydd, o dan y cytundebau, ni ddylai'r contractwr dderbyn cyfarwyddiadau yn uniongyrchol gan y cleient.

Dengys y siart uchod y camau arferol yn natblygiad prosiect amgylchfyd adeiledig pan gaiff ei weithredu drwy dull gweithredu caffaeliad safonol hy mae'r cleient yn comisiynu ei Ymgynghorydd sydd wedyn yn paratoi dyluniadau a dogfennau i fynd allan i gynnig am waith i amryw o gontactwyr ac yna'r rheola'r Ymgynghorydd y cytundeb ar ran y cleient tra mae ar safle.

# STEPS TO SUCCESS

## CAMAU AT LWYDDIANT



### The development process of a community building project

<b>Inception</b>	Good idea Vision Community Support
<b>Feasibility</b>	Community consultation to establish need, also visit other projects Technical surveys to establish status of site, local conditions Liaison with Planners and other relevant agencies Options analysis to see if proposed activity is viable Sketch designs to see if can accommodate needs & activities Costs to see if design is feasible
<b>Fundraising &amp; Community</b>	Set up fundraising strategy and action plan Find out funding deadlines and prepare applications Develop pilot projects locally to maintain support Keep communication going with community
<b>Design</b>	Finalise designs and apply to Local Council for planning permission. They want to know about what the proposal will look like in its physical context. Materials used, dimensions etc. Highways, Police, the Environment Agency, Neighbours and so on will be formally consulted. Landscape projects will require details of hard land- scaping and planting plans. A one off fee is payable, based on the size of the proposal.
<b>Detail Design</b>	Develop designs in more detail so that Building Regulations can be applied for. This will require detailed information about foundations and ground conditions, structural calculations, new part L calculations (to conform to low energy requirements), means of escape (fire), means of access (disability). A two stage fee is payable

### Proses datblygu prosiect adeiladu cymunedol

<b>Dechreud</b>	Syniad da Gweledigaeth Cefnogwyr o'r Gymuned
<b>Dichonolrwydd</b>	Ymgynghoriad cymunedol i sefydlu beth yw'r angen, hefyd ymweld â phrosiectau eraill Arolwg technegol i sefydlu statws y safle, amodau lleol Cydweithio â Chynllunwyr ac asiantaethau perthnasol eraill Dadansoddiad o'r opsiynau i weld os yw'r gweithrediad arfaethedig yn bosibl Dyluniadau brasluniol i weld os all gyflawni'r anghenion a'r gweithgareddau Costau i weld os yw'r dyluniad yn ddichonol
<b>Codi Arian a'r Gymuned</b>	Sefydlu strategaeth codi arian a chynllun gweithredu Darganfod dyddiadau cau cyllido a pharatoi ceisiadau Datblygu prosiectau peilot lleol i gynnwl y gefnogaeth Parhau i gyfathrebu gyda'r gymuned
<b>Dylunio</b>	Gorffen y dyluniadau a rhoi cais i'r Cyngor Lleol am ganiatad cynllunio Byddant eisiau gwybod sut fydd y prosiect yn ymddangos yn ei gyd-destun. Deunyddiau a ddefnyddir, maint ac ati. Ymgynghorir yn ffurfiol â'r Prif-ffyrrd, yr Heddlu, Asiantaeth yr Amgylchedd a Chymdogion. Bydd angen manylion o dirlun caled a beth gaiff ei blannu ar brosiectau tirlynol. Telir ffi, seiliedig ar faint y cynllun
<b>Dylunio'r Manylion</b>	Datblygu'r dyluniadau mewn mwy o fanylder fel y gellir rhoi cais i mewn am reolaeth adeiladu. Bydd angen gwybodaeth manwl am sylfeini a chyflwr y tir, amcangyfrifon adeileddol, amcangyfrifon rhan L newydd (i gadw at anghenion egni isel), ffyrrd o ddianc (tân), mynediad (anabledd) i wneud hyn. Bydd angen talu ffi mewn dau ran



# STEPS TO SUCCESS

## CAMAU AT LWYDDIANT

– 25% on deposit of plans, 75% on commencement of site work  
– based on projected cost of development.

**Specification & Working Drawings** Develop the project in even more detail – colour schemes, finishes, quite literally sorting out the nuts and bolts, and then specifying everything to relevant standards so that the final project is built correctly.

**Pre-tender Action** Pulling together all the information from the Design Team, doing cost checks, agreeing a list of 4 to 6 potential contractors with the Client Group and formally going out to tender.

**Contract let** The QS prepares a tender report of the bids received and recommends the best deal. A legally binding contract is entered into between the Client Group and the Contractor, and run by the Architect or Project Manager. This outlines the timescales, payment rules, reporting arrangements, based on the drawings and specifications they tendered on.

Case Studies  
1,2,3,4,6,13

**On site** A regular Site Meeting cycle is set up, usually monthly, so that progress on site and budgets can be monitored by all parties. The Client Group representative should attend also.

**Practical Completion** Practical completions means that the building is now ready for use. There is still a 6 or 12 month period (the Defects Liability Period), when the Contractor is obliged to come back and fix anything that has not performed to specification.

– 25% pan yn roddir y cynlluniau i mewn, 75% pan ddechreuir y gwaith ar safle – seilir hyn ar gost arfaethedig y datblygiad.

**Manylebau a Lluniau Gweithio** Datblygu'r prosiect mewn mwy o fanylder eto – lliwiau, yr ymddangosiad terfynol, ac yna manylu ar bopeth i safonau perthnasol i sicrhau y caiff y prosiect terfynol ei adeiladu yn gywir.

**Gweithrediad Terfyniad Ymarferol** Rhoi'r wybodaeth gan y Tîm Dylunio i gyd gyda'i gilydd, gwirio'r costau, cytuno rhestr o 4 – 6 o gontactwyr posibl gyda'r cleient ac yna cynnig y gwaith yn ffurfiol.

**Y Cytundeb** Bydd y Syrfêwr Meintiau yn paratoi adroddiad ar y bids a dderbyniwyd ac yn cymeradwyo yr un gorau. Sefydlir cytundeb cyfreithiol yn cynnwys y cleient a'r contractwr a chaiff ei reoli gan y pensaer neu'r rheolwr prosiect. Dengys hwn yr amseru, rheolau taliadau, trefniadau adrodd nôl ac fe'i seilir ar y lluniau a'r manylion y rhoddasant y cais am waith i mewn arno.

Astudiaethau Achos 1, 2, 3, 4, 6, 13

**Ar safle** Sefydlir cylch o gyfarfodydd ar safle rheolaidd, rhan amlaf yn fisol, fel y gall datblygiad ar safle a chostau gael eu monitro gan bawb. Dylai cynrychiolwr y cleient fynychu'r cyfarfodydd hefyd.

**Terfyniad Ymarferol** Golyga terfyniad ymarferol fod yr adeilad nawr yn barod i'w ddefnyddio. Erys cyfnod o rhwng 6 – 12 mis (y Cyfnod Atebolrwydd Diffygion) pan fydd rhaid i'r contractwr ddychwelyd a thrwsio unrhyw beth sydd heb weithio fel y dylai.



## 2 Community Support:

### ✓ Step 2

- Set up a representative sounding board from the local community.
- Make sure, through consultation and research, that this project is responding to local needs and has wide community benefit.
- Provide constant information to local people about what is happening, through newsletter updates, leaflet drops or articles in the local paper.

One of the messages coming through loudly and clearly from respondents in the survey, is the need for support from the community. It is also one of the critical success factors identified by Manchester's Community Technical Aid Centre, in their recent review of community projects.

If you haven't responded to local needs as defined by your local Community then funders are not going to fund the project, and local people will feel that the project has been imposed.

It's vital that people are kept informed about what is going on, especially when deadlines are extended due to funding bids or committee cycles

Use every opportunity to involve local schools and youngsters, for example by bringing in artists to work with the children or by holding open days to demonstrate progress. There are many examples of where this kind of inclusion in the process, has actively contributed to reducing vandalism.

Participation Cymru ([www.wcva.org.uk](http://www.wcva.org.uk)) provides training courses on how to engage with your local community and how to undertake effective consultation. Community Design also provides guidance and training on methodologies relating to building and environmental projects (Making Connections Pack).

## 2 Cefnogaeth Gymunedol

### ✓ Cam 2

- Sefydlu llais cynrychioliadol yn y gymuned lleol
- Sicrhau drwy ymgynghori a gwaith ymchwil bod y prosiect yn ymateb i anghenion lleol a'i fod yn meddu ar les cymunedol eang.
- Darparu gwybodaeth cyson i bobl lleol am beth sy'n digwydd, drwy gylchlythyron, taflenni neu erthyglau yn y papur lleol.

Un o'r negeseuon rydym yn ei derbyn yn glir iawn gan atebwyr yw'r angen am gefnogaeth gan y gymuned. Dyma hefyd un o'r ffactorau hanfodol i lwyddiant a ddynodwyd gan Ganolfan Gymunedol Cymorth Technegol Manceinion yn eu harolwg diweddar o brosiectau cymunedol.

Os nad ydych wedi ymateb i anghenion lleol fel cant eu gweld gan y gymuned leol yna ni fydd cyllidwyr yn fodlon cyllico'r prosiect a bydd y bobl leol yn teimlo bod y prosiect wedi ei orfodi arnynt.

Mae'n holl bwysig bod pobl yn cael gwybodaeth ynglyn â beth sy'n digwydd, yn arbennig felly pan estynnir dyddiadau cau oherwydd ceisiadau am arian neu amserlen pwylgorau.

Defnyddiwr bob cyfle i gynnwys ysgolion lleol a phobl ifainc, er enghraift drwy ddod ag artistiaid i weithio gyda'r plant neu drwy gynnal dyddiau agored i arddangos datblygiad. Mae llawer o enghreifftiau ble mae hyn wedi bod yn llwyddiannus yn lleihau achosion o fandaliaeth.



Artwork by local children, designed for hoardings then transferred to glazing on the Galeri in Caernarfon. This has proved effective insurance so far!

Mae Participation Cymru ([www.wcva.org.uk](http://www.wcva.org.uk)) yn darparu cyrsiau hyfforddi ar sut i gyfathrebu gyda eich cymuned leol ac sut i ymgymryd ag ymgynghoriad effeithiol. Mae Dylunio Cymunedol hefyd yn darparu arweiniad ac hyfforddiant ar fethodoleg perthynol i brosiectau adeiladu ac amgylcheddol. (Y pecyn Gwneud Cysylltiadau)



### 3 Community Leadership

#### ✓ Step 3

- Is there a project Champion?
- Define the Vision of what you want to achieve
- If the size of project warrants it, pay for a 'project manager', or allocate a member of staff the time.
- Set up a Working Party, Steering Group or Sub Committee

Case Studies  
3, 5, 7,  
8, 10, 13

Is there a group of people, or even an individual who will Champion the project and drive it forward? In some instances this may be a serious mover and shaker who will get things moving and keep them going, or it may be a group of people who are completely committed to the project, whatever the obstacles. They need to be willing to learn and to be very resilient.

They need to form a Steering Group, Working Party or sub Committee (no more than six people – any more and the process will become too cumbersome) and their role will be to oversee the projects development. They should represent their local community and ideally should bring together people with different skills.

It is also very important that there is a Vision for the project, ideally defined by the community, which will set the tone for the project. Without this it will be impossible to explain the project to potential partners, sell it to funders or give an adequate brief to your Designers. Even the most modest project needs a vision.

In the Case Studies, it is very clear that without a vision of what was wanted, projects such as Galeri in Caernarfon, and the Hub in Barry, would not have happened. There were such a diverse number of stakeholders, partners and funders involved, that without somebody in the driving seat, with the vision to see that the whole would be greater than the sum of the parts, and to keep everything and everybody on track, the projects may never have happened.

### 3 Arweiniad a Gweledigaeth Gymunedol

#### ✓ Cam 3

- Oes cefnogwr i'r prosiect?
- Diffinio Gweledigaeth yr hyn rydych eisiau ei gyflawni
- Os yw maint y prosiect yn caniatau talu am Reolwr Prosiect neu roi amser i aelod o'r staff i wneud y gwaith.
- Sefydlu Gweithgor, Grŵp Llywio neu is-bwyllgor

Astudiaethau  
Achos 3,  
5, 7, 8,  
10, 13

A oes grŵp o bobl neu, hyd yn oed, unigolyn, a all gefnogi'r prosiect a'i wthio ymlaen? Mewn rhai achosion gall hwn fod yn brif ysgogwr a fydd yn gallu cychwyn prosiect a'i gadw'n fyw, neu fe all fod yn grŵp o bobl sy'n ymrwymiedig iawn i'r prosiect bethbynag fo'r rhwystrau. Mae angen iddynt fod yn barod i ddysgu ac yn benderfynol.

Bydd angen iddynt ffurfio Grŵp Llywio, Gweithgor neu is-bwyllgor (dim mwy na 6 pherson – os oes mwy mae'r broses yn mynd yn rhy feichus) a'u rôl fydd goruchwilio datblygiad y prosiect. Dylant gynrychioli eu cymuned leol ac, yn ddelfrydol, dylant fod yn bobl yn meddu ar nifer o ddoniau amrywiol.

Mae hefyd yn dra phwysig bod Gweledigaeth i'r prosiect, yn ddelfrydol wedi ei ddiffinio gan y gymuned, a fydd yn gosod y seiliau i'r prosiect. Heb hyn ni fydd yn bosibl esbonio'r prosiect i bartneriaid posibl, ei werthu i gyllidwyr na rhoi briff digonol i'ch Dylunwyr. Mae angen gweledigaeth ar y prosiect mwyaf gwyliaidd.

Yn yr astudiaethau achos mae'n glir iawn na fyddai prosiectau megis Y Galeri yng Nghaernarfon nac Yr Hub yn Y Barri wedi digwydd heb weledigaeth o beth oedd ei angen. Roedd cymaint o amrywiaeth o randdeiliaid, partneriaid a chyllidwyr ynghlwm â'r prosiect na allai fod wedi digwydd heb rhywun yn llywio'r prosiect gyda'r weledigaeth i weld y byddai'r peth yn llwyddiannus ac i gadw pawb a phopeth gyda'i gilydd.

### Examples of vision statements

"We want a community hall which will provide 21st century facilities for the people of the Newtown Estate, and which will be accessible to all from the youngest to the oldest and be a focus for community activity."

Newtown Tenants & Residents Association.

#### Vision for Galeri Caernarfon

A multi-use arts and creative enterprise centre which will attract a diverse audience and facilitate the interaction of all the building's users, as well as contribute to the regeneration of the town and make a strong aesthetic statement.

A Creative Enterprise Centre in the fullest sense where professionals in the arts and creative industries interact with community and amateur groups, and the combination of mainstream and community programmes will strengthen the mix.

### Enghreifftiau o ddatganiad o weledigaeth

"Rydym eisiau Neuadd Gymunedol a fydd yn darparu cyfleusterau i bobl Stâd Y Drenwydd, ac a fydd ar gael i bawb o'r ieuengaf i'r hynaf ac a fydd yn ffocws o weithgaredd gymunedol."

Cymdeithas Preswylwyr a Thenantiaid Y Drenwydd

#### Y Weledigaeth i'r Galeri, Caernarfon.

Canolfan menter creadigol aml-ddefnydd a fydd yn denu cynulleidfa amrywiol ac yn hwyluso rhyngweithio i ddefnyddwyr yr adeilad i gyd, yn ogystal â'i fod yn cyfrannu at adnewyddiad y dref ac yn gwneud datganiad aethetic cryf.

Canolfan Fenter Greadigol yng ngwir ystyr y gair ble gall gweithwyr proffesiynol yn y diwydiannau arlunio a chreadigol ryngweithio gyda'r gymuned a grwpiau amatur, a bydd y cyfuniad o raglenni prif-ffrwd a chymunedol yn cryfhau'r cwbl.

## 4 Partnership Working

### ✓ Step 4

- Check at the outset what the different partners can bring to the project.
- Make an audit of what you need and make sure you bring in appropriate partners
- Maintain regular communication
- Make sure the meetings are productive and only invite them when needed if you want busy people to attend.

Maintain communication between all parties; a lack of communication can result in delays, and delays can cost money.

Check out what help is available locally through Communities First teams, Voluntary Sector Networks and your Local Council. These days, many Housing Associations are geared up to work with local communities and they may be able to help with small scale costs or pieces of consultancy work and possibly with funding applications

See case studies  
1,2,3,6,12

Where the Communities First process is working best, projects have a much better chance of success because everybody can put complementary skills and resources into the pot. Some of the case studies illustrate how this can work. This doesn't mean to say that this can't happen in non-Communities First areas. Many agencies are seeing the value of partnership working with communities.

**"Make sure Partners are aware and on board, and that everybody is singing from the same hymn-sheet – goalposts have been known to move, and this can cause delays or even failure"**  
a Respondent

## 4 Gweithio mewn Partneriaeth

### ✓ Cam 4

- Canfyddwch ar y dechrau beth gall gwahanol bartneriaid ei gynnig i'r prosiect
- Gwnewch awdit o beth sydd ei angen arnoch a sicrhewch eich bod yn dewis partneriaid addas.
- Cyfathrebwch yn gyson
- Sicrhewch bod y cyfarfodydd yn fuddiol ac, os ydych eisiau i bobl brysur fynychu'r cyfarfodydd, gwahoddwch nhw pan rhaid iddynt fod yno yn unig.

Parhau'r cyfathrebiadau rhwng y grwpiau i gyd, gall diffyg cyfathrebu achosi oedi a gall oedi gostio arian.

Sicrhau pa gymorth sydd ar gael yn lleol drwy dîmâu Cymunedau yn Gyntaf, Rhwydweithiau y Sector Gwirfoddol a'r Cyngor Lleol. Y dyddiau hyn mae llawer o Gymdeithasau Tai yn barod i weithio gyda cymunedau

**Gweler astu-diaethau achos 1, 2, 3, 6, 12,**  
lleol ac efallai y byddant yn gallu helpu gyda chostau isel neu ychydig o waith ymgynghorol ac, o bosibl, gyda cheisiadau cylrido.

Mae gan brosiectau llawer gwell gobaith am lwyddiant ble mae'r broses Cymunedau yn Gyntaf yn gweithio yn effeithiol gan fod pawb yn gallu cyfrannu doniau cyflenwol ac adnoddau. Mae rhai o'r astudiaethau achos yn dangos sut y gall hyn weithio. Nid yw hyn i ddweud na all hyn ddigwydd mewn ardaloedd nad ydynt yn ardaloedd Cymunedau yn Gyntaf. Mae llawer o asiantaethau yn gweld y gwerth o weithio mewn partneriaeth gyda chymunedau.

**"Sicrhewch bod y partneriaid yn gytun, gall y gofynion newid a gall hyn achosi oedi ac, hyd yn oed, fethiant y prosiect."**

Atebwr



## 5 Learning from Others

Step 5

- Visit other projects.
- Talk to others in the network
- Do your own case studies and consider the advantages and disadvantages of different ideas

As part of the process of defining your vision and brief – Learn from Other People. Visit other projects to get a realistic approach. Find out what the pros and cons of going down a particular route are. If somebody else has been through the whole process, find out what they learned and apply it to your circumstances.

See case studies 3,11

This is especially important because it will inform your plans for how to ensure future sustainability. You need to know about the implications of maintaining a play park if it is the only way you can provide that facility. Everybody might say that a community café is a good idea but you need to know what the implications are of actually running one.

If you are developing a community hall, you need to physically experience the difference between one that will comfortably seat 200, and one that will only hold 50. You need to see what arrangement of rooms works best, and what features and materials you might want to incorporate.

Use the voluntary and community networks to find out what else is happening. Funders recognise the importance of this process, and it is possible to obtain grants to pay for visits to other places and projects.

See the resources section of this pack for some examples of projects you could visit.

**Sample questions to ask on site visits**

- What were your initial hopes & fears?
- How successful is the outcome and why?
- How much did it cost?
- What doesn't work from a user's point of view?
- What are the maintenance implications?
- How did the design (and/or build) process go?
- What would you do differently next time?

## 5 Dysgu gan Eraill

Cam 5

- Ewch i weld prosiectau eraill
- Siaradwch ag eraill yn y rhwydwaith
- Gwnewch eich astudiaethau achos eich hunain ac ystyriwch manteision ac anfanteision gwahanol syniadau

Fel rhan o'r broses o ddiffinio eich gweledigaeth a'ch briф – Dysgwch gan Bobl Eraill. Ewch i weld prosiectau eraill. Ymchwiliwch i mewn i'r ffactorau o blaid ac yn erbyn dull arbennig. Os oes rhywun arall wedi bod drwy'r broses ar ei hyd darganfyddwch beth a ddysgasant a gweithredwch arno.

Gweler astudiaethau achos 3, 11

Mae hyn yn arbennig o bwysig oherwydd bydd yn rhoi gwybodaeth y gallwr weithredu arno i sicrhau cynaladwyedd i ddod. Mae angen i chi wybod am oblygiadau cynnal parc chwarae os taw dyna'r unig ffordd o ddarparu'r cyfleuster. Efallai y bydd pawb yn cytuno bod caffi cymunedol yn syniad da ond rhaid i chi wybod beth yw goblygiadau rhedeg un.

Os ydych yn datblygu neuadd gymunedol rhaid i chi brofi yn gorfforol y gwahaniaeth rhwng neuadd sy'n dal 200 yn gyfforddus a neuadd sydd dim ond yn dal 50 o bobl. Rhaid gweld pa drefniant o ystafelloedd sydd yn gweithio orau a pha nodweddion a deunyddiau i'w defnyddio.

Defnyddiwch y rhwydweithiau gwirfoddol a chymunedol i ddarganfod beth arall sy'n digwydd. Mae cyllidwyr yn adnabod pwysigrwydd y broses ac mae'n bosibl derbyn grantiau i dalu i ymweld â lleoedd a phrosiectau eraill.

Gweler yr adran am adnoddau yn y pecyn hwn am esiamplau o brosiectau i'w gweld.

**Engreifftiau o gwestiynau i'w gofyn ar ymwieliadau safle**

- Beth oedd eich gobeithion a'ch ofnau ar y dechrau?
- Pa mor llwyddiannus yw'r canlyniad a pham?
- Faint oedd y gost?
- O safbwyt y defnyddiwr beth sydd ddim yn gweithio?
- Beth yw goblygiadau cynnal y lle?
- Sut aeth y broses dylunio (ac/neu'r broses adeiladu)?
- Beth fasech yn ei wneud yn wahanol y tro nesaf?



## 6 Planning ahead

### ✓ Step 6

- Allocate time to planning your project
- Undertake training on project planning, project management & project development
- Hold a planning workshop with your project group
- Consider raising the money for a feasibility study
- Make a fundraising strategy

Find out about the process for your particular project – the sequence of events, fees, and costs. The type and size of project means that the amount of effort and time you have to put in will differ, but the basic process will remain the same.

See case studies  
1,2,3,7  
10,11

A frequent comment from respondents in the survey, was that because they didn't have the experience, they didn't know how to move forward with the project. Some people worked it out for themselves, very painfully, whilst others ground to a halt. Others managed to find somebody in the network to advise them. Building projects especially can be very daunting because of the money involved and the complicated process of permissions, regulations and jargon.

Allocate plenty of time into thinking about what needs to be done and if necessary raise the money for a feasibility study.

Make a programme but make timescales realistic. Once the initial idea has been taken on board, you have to allow time for the feasibility process and background research. This alone can take months.

The funding process also can take months, possibly years. Some application forms are incredibly complicated, especially those concerned with building projects, and they take a lot of time and thought to complete properly. And even when the forms have been sent off, it can take up to six months before you know whether or not you have

## 6 Cynllunio

### ✓ Cam 6

- Neilltuwch amser i gynllunio eich prosiect
- Derbyniwch hyfforddiant ar gynllunio, rheoli a datblygu'r prosiect
- Cynhaliwch weithdy cynllunio gyda eich grŵp prosiect
- Ystyriwch godi arian i gynnal astudiaeth ddichonolrwydd
- Gwnewch strategaeth codi arian

Ymchwiliwch i mewn i'r broses i'ch prosiect arbennig chi – trefn y digwyddiadau, ffi'edd a chostau. Mae'r maint a'r math o brosiect yn golygu y bydd faint o amser ac ymdrech y bydd rhaid i chi fod yn rhwym â fo yn amrywio ond bydd y broses yn ei elfen yn aros yr un peth.

Gweler astu-diaethau achos 1, 2, 3, 7, 10, 11

Sylw cyffredin gan atebwyr yr arolwg oedd gan nad oedd ganddynt y profiad nid oedd ynt yn gwybod sut i symud y prosiect yn ei flaen. Llwyddodd rhai i ffeindio eu ffordd – gyda anhawsterau, ond daeth eraill i stop. Llwyddodd eraill i ffeindio rhywun arall yn y rhwydwaith i'w helpu. Gall prosiectau adeiladu yn arbennig fod yn hynod anodd oherwydd yr arian sy'n ynghlwm â nhw a'r broses gymhleth o ganiatad, rheolau a jargon.

Neilltuwch digon o amser i feddwl beth sydd angen ei wneud ac os oes angen codwch yr arian i wneud astudiaeth ddichonolrwydd.

Gwnewch raglen ond byddwch yn realistic gyda'r amseru. Ar ôl i'r syniad cychwynnol gael ei dderbyn rhaid gadael amser i'r broses dichonolrwydd a'r ymchwil cefndirol. Gall hyn ynddo i hun gymryd misoedd.

Gall y broses gyllido hefyd gymryd misoedd, efallai blynnyddoedd. Mae rhai ffurflenni cais yn anhygoel o gymhleth, yn arbennig rhai sy'n ymwneud â phrosiectau adeiladu, ac mae angen llawer o amser a gwaith meddwl i'w llenwi yn iawn. Ac hyd yn oed ar ôl anfon y ffurflenni i ffwrdd gall gymryd chwe mis cyn gwybod a dydych wedi bod yn llwyddiannus. Rhaid bod yn barod am



been successful. All of this needs to be planned in at the outset, or it can become very demoralising.

Do your research, you can never be too well prepared, and use the lull provided by the funders' decision process to start your 'marketing'. If it's a large building project start thinking about how you are going to use the rooms – who is going to provide classes, where are the computers coming from, how will you start a youth club without youth leaders?

A large scale community enterprise project may require that marketing starts well before the building itself is completed.

### Project Planning

#### 1 Aims and Vision

Stress the bigger picture and wider social benefit of your project.

#### 2 Objectives

How will you achieve your aims?  
(this is the project that you want to do)

#### 3 Need

How will you prove it is needed? How will you talk to the community?

#### 4 Benefits

Who will benefit and in what way

#### 5 Action Plan

What needs to be done, who will do it and when.

#### 6 Feasibility & Cost

Is the project feasible? How much is it going to cost? Do a business plan or get somebody to do it for you.

#### 7 Funding

Who is going to pay for your project?

#### 8 Do it

But constantly review your action plan and monitor progress.

'Project Planner – a step by step guide to producing a project proposal'  
Community Design

hyn o'r dechrau neu gall droi yn broses ddigalon iawn. Gwnewch waith ymchwil, ni allwch fod wedi eich paratoi yn rhy dda a defnyddiwr y saib tra mae'r cyllidwyr yn penderfynu i ddechrau marchnata. Os taw prosiect adeiladu mawr sydd gennych dechreuwr feddwl am sut i ddefnyddio'r ystafelloedd – pwy fydd yn darparu'r dosbarthiadau, o ble y daw y cyfrifiaduron, sut y dechreuwr glwb ieuencnid heb arweinwyr ieuencnid.

Ar gyfer prosiect menter gymunedol mawr gall fod angen i'r marchnata ddechrau ymhell cyn i'r adeilad gael ei gwblhau.

### Cynllunio prosiect

#### 1. Nod a Gweledigaeth

Pwysleisiwr lles cymdeithasol ehangach eich prosiect

#### 2. Y Bwriad

Sut i gyflawni eich nod  
(Dyma'r prosiect yr ydych eisiau ei wneud)

#### 3. Yr Angen

Sut allwch brofi yr angen? Ym mha ffordd siaradwch chi gyda'r gymuned?

#### 4. Lles

Pwy fydd yn elwa ac ym mha ffordd?

#### 5. Cynllun Gweithredu

Beth sydd angen ei wneud, pwy fydd yn ei wneud a phryd

#### 6. Dichonolrwydd a Chost

Ydy'r prosiect yn bosibilrwydd? Faint fydd y gost? Gwnewch gynllun busnes neu gofnwch i rywun arall ei wneud.

#### 7. Cyllido

Pwy fydd yn talu am eich prosiect?

#### 8. Cyflawni'r gwaith

Ond adolygwch eich cynllun gweithredu ac arolygwch y datblygiad yn gyson.

"Project Planner – canllaw gam wrth gam i gynhyrchu prosiect a gynigir"  
Dylunio Cymunedol



## 7 Develop a Clear Brief

### ✓ Step 7

- If your own brief is not clear to you, no one else will be able write it for you
- State the aims, objectives and Vision of the project
- Incorporate the views of all the key stakeholders, including the future users of the building.
- What spaces will be needed and for what intended use
- What will it be like - looks, style, materials' characteristics, atmosphere
- Take into account future aspirations, organisational structure and possible phasing
- Does everybody (client and design team) understand the funding mechanisms?

Problems that can arise out of bad brief-making:

- The cost has been exceeded
- The quality of the building does not match expectations
- Details of the building do not work for the client
- The work over-runs on time

Voluntary sector needs and funding can be so complex that it is no surprise that things go awry from time to time. Make sure that everybody understands.

Initial consultation and market research is essential to help determine the exact accommodation needs. This consultation can also help to raise awareness and constitute a marketing exercise in itself.

See case studies  
2,3,4,5,  
7,9, 10 11  
13,14

Bring in your Consultant earlier rather than later and consider how the wider community can be brought into the briefing process.

The project design is the answer to a brief – a statement of requirements, which must be clear, otherwise some aspects of design will be guesswork and may deliver an unsuitable result.

## 7 Datblygu Briff Glir

### ✓ Cam 7

- Os nad yw eich briff yn glir i chi ni fydd neb arall yn gallu ei ysgrifennu drosoch.
- Datganwch y nodau, y bwriadau a gweledigaeth y prosiect.
- Cynhwyswch barn pob un o'r rhanddeiliaid allweddol, yn cynnwys y rhai fydd yn defnyddio'r adeilad yn y dyfodol.
- Pa wagleoedd fydd angen ac i ba bwrrpas
- Sut fath o adeilad fydd hwn – ymddangosiad, steil, nodweddion y deunyddiau, awyrgylch
- Cymerwch i ystyriaeth dyheadau a ddaw, strwythur trefniadol ac, efallai, datblygu graddol.
- Ydy pawb (y cleient a'r tîm dylunio) yn deall y dulliau cyllido?

Problemau a achosir drwy greu briff gwael:

- mae'r gost wedi codi
- nid yw ansawdd yr adeilad yn cyflawni'r disgwyliadau
- nid yw manylion yr adeilad yn gweithio i'r cleient
- mae'r gwaith yn cymryd mwy o amser

Mae anghenion y sector gwirfoddol a chyllido mor gymhleth fel nad yw'n ddim syndod bod pethau yn mynd o'u lle o bryd i'w gilydd. Sicrhewch bod pawb yn deall hyn.

Mae gwerthuso marchnad ac ymgynghoriad cychwynnol yn holl bwysig i sicrhau beth yw union anghenion yr adeilad. Gall yr ymgynghoriad hwn helpu i godi ymwybyddiaeth a gall fod yn waith marchnata yn ddiogelu hun.

Gweler astudiaethau achos  
2, 3, 4, 5, 7,  
9, 10, 11,  
13, 14

Gweithiwr gyda'ch ymgynghorydd cyn gynted â phosibl ac ystyriwr sut y gallwrch ddenu'r gymuned ehangach i mewn i'r broses brifffio.

Ateb i'r briff yw dyluniad y prosiect – datganiad o anghenion, a dylai fod yn glir neu bydd rhai agweddu o'r dylunio yn seiliedig ar ddyfaliadau ac efallai bydd y canlyniad yn anaddas.



# STEPS TO SUCCESS

## CAMAU AT LWYDDIANT

Your Brief will start as a vision, and become fleshed out as more and more work is done, until it captures all the information necessary to encompass the specific activities you want to do. It will incorporate the operational requirements and the image you want to promote, as well as the atmosphere and quality of the environment.

The Brief you develop at the feasibility stage may well morph into something different as the project details start to come out. Your Designer should be able to help you articulate these details.

For sample Briefs see Resources section of the pack.

Bydd eich briff yn dechrau fel gweledigaeth a bydd yn dod yn fwy a mwy real fel y cyflawnir mwy o waith, tan y bydd yn cynnwys yr holl wybodaeth angenrheidiol i gwmpasu yr union weithgareddau yr ydych eisiau eu gwneud. Bydd yn ymgorffori yr anghenion gweithredol a'r ddelwedd yr ydych eisiau eu hyrwyddo yn ogystal ag awyrgylch ac ansawdd yr amgylchedd.

Gall y briff y datblygwch yn ystod y cyfnod dichonolrwydd newid o bosibl i rywbeth dra gwahanol fel y daw manylion y prosiect i'r amlwg. Dylai eich dylunydd eich helpu i fynegi y manylion hyn.

Gweler rhan Adnoddau y pecyn am engreifftiau o briffiau.

## 8 Setting Realistic Budgets!

### Step 8

- Set a realistic budget!
- Get up to date building costs from a Quantity Surveyor
- VAT – check with the VAT man whether or not you are liable
- Include a contingency of about 10% of the build cost
- Allow for inflation and update your costs annually
- Legal fees, associated with leases, purchases, land ownership
- Statutory fees such as Local Authority plans vetting fees
- Disruption – will you have to find alternative accommodation?

Not surprisingly, one of the major barriers encountered by groups in the development of their projects, is finance.

Generally funders don't like to grant aid gaps in funding that have arisen during the course of a project, particularly on building projects where events and timescales frequently seem to go awry. Completing a full project feasibility exercise before hand, should help in the establishment of realistic budgets, but with the best will in the world, sometimes it is impossible to foresee or predict everything.

When setting budgets, especially for buildings, be aware that the actual 'build' price is only about two thirds of the total project cost (even less if there are high acquisition costs!). This example shows how a project cost is put together, although it doesn't have a site acquisition cost and there is no allowance for disruption (a frequently overlooked aspect of community projects).

## 8 Gosod Cyllidebau Realistig

### Cam 8

- Gosodwch gyllid realistig!
- Mynnwch gostau adeiladu cyfredol gan Syrfêwr Meintiau
- TAW – sicrhewch gyda'r dyn TAW a ydych yn atebol ai pheidio
- Cynhwyswch cronfa ariannol wrth gefn o tua 10% o'r gost adeiladu
- Ystyriwch chwyddiant a diweddarwch eich costau yn flynyddol
- Ffioedd cyfreithiol, cysylltiedig â lesedd, pryniadau, perchenogaeth tir
- Ffioedd statudol megis ffioedd fetio cynlluniau Awdurdodau Lleol
- Amhariad – a fydd angen i chi ddarganfod llety gwahanol?

Nid yw'n syndod taw arian yw un o'r prif rwystrau a wynebir gan grwpiau yn datblygu eu prosiectau.

Yn gyffredinol nid yw cyllidwyr yn hoffi cyllido bylchau mewn cymorth sydd wedi datblygu yn ystod y prosiect, yn arbennig ar brosiectau adeiladu ble mae digwyddiadau ac amseru yn aml yn mynd o chwith. Dylai cyflawni astudiaeth ddichonolrwydd ar y dechrau helpu i sefydlu cyllid realistig ond weithiau mae'n amhosibl rhagweld a rhagddweud popeth.

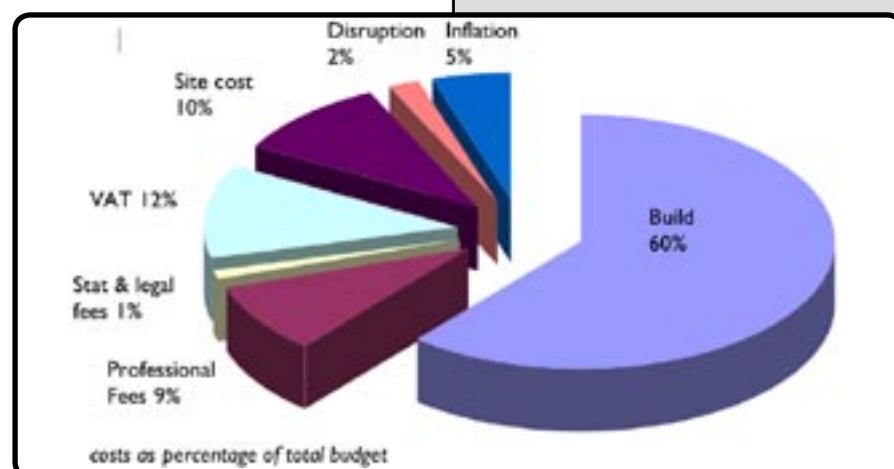
Pan fyddwch yn gosod cyllid, yn arbennig at adeiladu, byddwch yn ymwybodol fod y gost "adeiladu" tua dau ran o dri o gost gyfan y prosiect (lyn llai fyth os oes costau prynu uchel!). Dengys yr esiampl hon gwahanol rannau o gost y prosiect er nad yw'n cynnwys cost prynu'r safle ac nid yw amhariad (agwedd o brosiectau cymunedol sy'n aml yn cael eu hesgeuluso) wedi ei gymryd i ystyriaeth.

# STEPS TO SUCCESS

## CAMAU AT LWYDDIANT



### Sample Building Budget



### Sampl o Gyllid Adeilad

The 'build' price generally reflects the price for materials and labour, plus an element for overheads, known as 'preliminaries'. This covers the cost of insuring the project, fencing it, putting portacabins and storage facilities on site and so on. Trying to price a large job yourself, by going to the local builders' merchant and adding up the cost of different items, won't work on a large project.

There are some common pitfalls, which can be avoided if people are aware of the potential. VAT for example is a classic omission – even the Government appears to have forgotten this on the building work for the Olympic Games in 2012!

You should always assume that VAT has to be included, whether you are a registered charity or not. It is true that, if you are building a new community hall, or extension to a hall with its own independent access, then at the moment the VAT can be zero rated on the building works. However, for any rooms that are to be dedicated to a specific activity (such as a doctor's surgery, village shop, training suite), then those parts of the projects are not deemed to be usual village hall activities and should be rated. You should always consult with Customs & Excise before finalising your budget and ask them to confirm it in writing.

Generally, the bigger the project, the more complex it will be and one way to mitigate the effects of unforeseen events is to include a contingency sum. It is usual to allow for at least 10% for a building or landscape type project and this is generally acceptable to most funders.

Another factor to allow for is inflation. This can be included within a budget also, whether as a

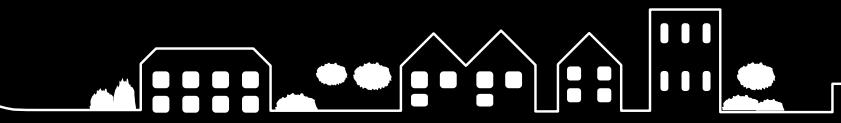
Mae'r gost adeiladu rhan fynychaf yn adlewyrchu y gost am ddeunyddiau a llafur, hefyd elfen am gostau cyffredinol. Bydd hyn yn cynnwys y gost am yswiriant i'r prosiect, rhoi stordy ar y safle a ffens o'i gwmpas ac yn y blaen. Ni fydd yn bosibl ceisio prisio prosiect mawr eich hun drwy ymweld ag adeiladwr lleol ac adio cost y gwahanol eitemau – ni fydd hyn yn gweithio ar brosiect mawr.

Gellir osgoi peryglon cyffredin os ydy bobl yn ymwybodol ohonynt. Mae esgeuluso TAW er enghraifft yn gyffredin iawn – mae'n ymddangos fod y Llywodraeth wedi anghofio am hwn pan yn prisio Gemau Olympaidd 2012!

Dylech dderbyn bob amser bod yn rhaid ychwanegu TAW, os ydych yn elusen gofrystredig neu beidio. Mae'n wir ar hyn o bryd na chodir TAW ar waith adeiladu neuadd gymunedol neu estyniad gyda'i fynediad ei hun i neuadd. Er hynny os oes ystafelloedd a fydd yn cael eu defnyddio ar gyfer gweithgareddau neilltuol (er engrafft, meddygfa, siop y pentref, ystafell hyfforddi) ni fyddant yn cael eu cydnabod fel gweithgareddau arferol neuadd y pentref a bydd yn rhaid talu TAW arnynt. Dylech bob amser ymgynghori gyda Tollau Tramor a Chartref cyn cwblhau eich cyllid a gofyn iddynt am gadarnhad ysgrifenedig.

Yn gyffredinol y mwyaf fo'r prosiect y mwy a cymhleth y bydd ac un ffordd o leihau effeithiau digwyddiadau annisgwyl yw cynnwys crona ariannol wrth gefn. Mae'n arferol caniatau oleiaf 10% am brosiect adeiladu neu dirwedd ac mae hyn yn dderbynadwy rhan amlaf i'r rhan fwyaf o gyllidwyr.

Ffactor arall i'w ystyried yw chwyddiant. Gellir cynnwys hyn mewn cyllid hefyd, un ai fel canran o'r cyllid cyfan, neu ar y costau eu hunain, ac bydd angen



# STEPS TO SUCCESS

## CAMAU AT LWYDDIANT

percentage onto the total budget, or on the costs themselves, and these will need to be updated annually. You will need to be advised by your professionals, as building inflation does not necessarily rise at the same rate as the cost of living (needless to say, it's usually more!).

See case studies  
3,5,6,7,  
8,9

Professional fees is another area which is frequently underestimated, but on a building project, a total of up to 15% (plus VAT) for the design team is acceptable to most funders and should cover the costs for

Architect, Quantity Surveyor, Structural Engineer, Mechanical and Electrical Engineer, Planning Supervisor. For large landscape type projects such as MUGA's, play parks, community gardens, estate improvements then 10-12% is more usual.

diweddu rhain yn flynyddol. Bydd angen cyngor eich bobl proffesiynol arnoch oherwydd nid yw chwyddiant adeiladu o reidrwydd yn codi ar yr un raddfa â chostau byw. (Afraid dweud, rhan amlaf mae'n uwch!)

Gweler astu-diaethau achos 3, 5, 6, 7, 8, 9

Maes arall a amcangyfrifir yn rhy isel yn aml yw ffi'oedd proffesiynol, ond ar brosiect adeiladu mae cyfanswm o 15% (a TAW) i'r tîm dylunio yn dderbyniol i'r mwyafrif o gyllidwyr a dylai hyn gwmpasu costau y Pensaer, y Syrfêwr Meintiau, y Peiriannydd Adeiladu, y Peiriannydd Mecanyddol, y Peiriannydd Trydannol, y Goruchwlydd Cynllunio. Ar gyfer prosiectau tirwedd mawr fel MUGA, parciau chwarae, gerddi cymunedol, gwelliannau i stadau yna mae 10 – 12% yn fwy arferol.



## 9 Finding the Right People

### ✓ Step 9

- When looking for Consultants use the Communities First and other sector networks from around Wales.
- Make sure you have a detailed brief to give the Consultants at the outset
- Interview at least three Consultants and make sure they can do what you want them to do
- Does your Consultant have an understanding of how groups and communities work?
- Can your Consultant demonstrate experience with ALL aspects of your brief?
- Have you set up clear reporting back procedures and meeting cycles?

Every sector has its expert Consultants. Some professionals specialise in health care buildings or civil engineering projects, some in housing, and so on. There are not many who specialise in all aspects of voluntary sector projects, and this point was highlighted many times throughout the study, by respondents.

It is important at the outset, that when looking for consultants who can provide the right support for your project that you think carefully about what you are going to expect of them. This means fully understanding the process (see next step) so that you are in the driving seat.

Don't forget also, that they are working for a fee, which to a large extent determines the amount of time they have available to work on the project. The more business like you are in terms of length and frequency of meetings, then the more technical time will be spent on the project. If you keep changing things, which you are quite at liberty to do, understand that there is a cost implication in the time your design team will spend on it, and they may charge you more for this extra time.

**"Don't let the Architect run away with ideas!"**

a Respondent

## 9 Darganfod y Bobl lawn

### ✓ Cam 9

- Pan fyddwch yn chwilio am Ymgynghorwyr defnyddiwr Cymunedau yn Gyntaf a rhwydweithiau sector eraill o gwmpas Cymru
- Sicrhewch bod gennych briff manwl i'w roi i'r Ymgynghorwyr ar y dechrau
- Cyfwelwch ag oleiaf tri Ymgynghorwr a sicrhewch y gallant fodloni eich anghenion.
- Ydy eich Ymgynghorwr yn deall sut mae grwpiau a chymunedau yn gweithio?
- Ydy eich Ymgynghorwr yn gallu dangos profiad o BOB agwedd o'ch briff?
- Ydych chi wedi sefydlu dulliau adrodd yn ôl clir a dyddiadau cyfarfod?

Mae gan pob sector ei ymgynhorwyr arbenigol. Mae rhai gweithwyr proffesiynol yn arbenigo mewn adeiladau gofal iechyd neu brosiectau peirianeg sifil, rhai yn y maes tai ac yn y blaen. Nid oes llawer ohonynt sy'n arbenigo ymhob agwedd o brosiectau'r sector gwirfoddol a chafodd y pwynt hwn ei danlinellu lawer gwaith drwy gydol yr astudiaeth gan yr atebwyr.

Mae'n bwysig ar y dechrau pan ydych yn chwilio am yngynghorwyr sy'n gallu darparu y gefnogaeth gywir i'ch prosiect eich bod yn meddwl yn ofalus am beth yw eich disgwyliadau ganddynt. Golyga hyn ddeall y broses yn llwyr (gweler y cam nesaf) fel taw chi sydd yn rheoli'r broses.

Peidiwch ag anghofio chwaith eu bod yn gweithio am ffi a bydd hyn i raddau mawr yn penderfynu faint o amser sydd ar gael iddynt i weithio ar y prosiect. Y mwyaf trefnus yr ydych yn nhermau hyd a mynchyder cyfarfodydd y mwyaf o amser technegol caiff eu dreulio ar y prosiect. Os fyddwch yn newid pethau byth a beunydd, ac mae rhyddid gennych i wneud hynny, deallwch bod goblygiadau ariannol yn yr amser y bydd y fym dylunio yn ei dreulio arno ac effalai byddant yn codi arian ychwanegol am yr amser. Atebwyr

**"Peidiwch â rhoi penrhuddid gyda syniadau i'r Pensaer!"**



# STEPS TO SUCCESS

## CAMAU AT LWYDDIANT

Revisit your Brief to see what kind of person you need, and then look at Section 4.1 in this guide to see what kind of Consultant is most likely to be able to help and where to find them. For example

<b>Building condition report -</b>	Architect or surveyor or engineer
<b>Community garden -</b>	Landscape architect
<b>Plans and designs for a building -</b>	Architect
<b>Nature conservation area -</b>	Acologist, Landscape architect
<b>Contentious development -</b>	Planning consultant
<b>Annual report -</b>	Graphic designer
<b>Cost estimate -</b>	Quantity surveyor
And so on.....	

Ailymwelwch â'ch briff i weld pa fath o berson sydd ei angen arnoch ac yna edrychwch ar Rhan 4.1 yn y canllaw hwn i weld pa fath o Ymgynghorwr sydd yn fwyaf tebygol o allu eich helpu a ble i ddod o hyd iddynt. Er enghraifft

<b>Adroddiad ar gyflwr adeilad</b>	Pensaer neu syrféwr neu beiriannydd
<b>Gardd gymunedol</b>	Pensaer tirwedd
<b>Cynlluniau a dyluniadau am adeilad</b>	Pensaer
<b>Ardal gadwraeth natur</b>	Ecolegydd, pensaer tirwedd
<b>Datblygiad dadleuol</b>	Ymgynghorydd cynllunio
<b>Adroddiad blynnyddol</b>	Dylunydd graffeg
<b>Amcangyfrif o'r gost</b>	Syrféwr meintiau
<b>Ac yn y blaen...</b>	

## 10 Sustainability

### ✓ Step 10

- Do you have a business plan which describes your aims and objectives over the next 3-5 years?
- Do you have an appropriate management structure in place for the future project?
- Have you taken into account ongoing management and maintenance – do you have a maintenance plan in place?
- Have you set up a Sinking Fund for dealing with future problems?
- Have you taken into account the impact that your project has on the environment, such as maximizing insulation, using local materials, bio-diversity issues?

It is important to consider all aspects of sustainability and how it pertains to your project. This includes:

- Viability of the organisation to continue in the long term
- Ongoing longevity of the project in terms of day to day management and maintenance
- Green design and environmental accountability

See case studies  
1,2,3,  
10,13

It is essential to find the right management and legal structure for the organisation and the project's managers, and you should have your business plan in place to show how you will continue to operate. There are many agencies and consultants able to help with this.

Projects such as buildings and play spaces, parks and woodlands, all require ongoing maintenance and funders require more and more reassurance that any project they invest in, will be sustainable. You cannot assume that your Local Authority will take over the maintenance of a play area and the onus is on you, as the project's manager, to work out how this is going to be sustained.

Budgeting for a 'sinking fund' is something that should be very seriously considered. This is basically a savings account to allow large items to be dealt with cyclically, such as roofs and heating systems, rather than being reliant on grant aid for large items. It requires that several thousand pounds per year be built into the business plan to allow for these eventualities.

## 10 Cynaliadwyaeth

### ✓ Cam 10

- Oes gennych gynllun busnes sy'n disgrifio eich nodau a'ch bwriadau dros y 3 – 5 mlynedd nesaf?
- Oes gennych strwythur rheoli addas i'r prosiect?
- Ydych chi wedi ystyried y gweinyddu a chynhaliaeth cyfredol – oes gennych gynllun cynhaliaeth?
- Ydych chi wedi sefydlu cronfa ad-dalu i ddelio â phroblemau a ddaw?
- Ydych chi wedi ystyried yr effaith y bydd eich prosiect yn ei gael ar yr amgylchedd, er enghraift mwyafu inswleiddiad, defnyddio deunyddiau lleol, materion bioamrywiaeth?

Mae'n bwysig ystyried pob agwedd o gynaliadwyaeth ac sut mae'n effeithio ar eich prosiect. Mae hyn yn cynnwys:

- Dichonoldeb y mudiad i barhau yn y tymor hir
- Hirhoedledd parhaol y prosiect yn nhermau rheoli o ddydd i ddydd a chynnal a chadw
- Dylunio gwyrdd ac atebolrwydd amgylchyddol

Gweler astu-diaethau achos 1, 2, 3, 10, 13

Mae'n holl bwysig darganfod y gweinyddu a'r strwythyr cyfreithiol cywir i'r mudiad a rheolwyr y prosiect, a dylech gael eich cynllun busnes yn ei le i ddangos sut y byddwch yn parhau i weithredu. Mae llawer o asiantaethau ac ymgynghorwyr yn abl i'ch helpu gyda hyn.

Mae angen cynnal a chadw parhaol ar brosiectau fel adeiladau a lleoedd chwarae, parciau a choetiroedd ac mae cyllidwyr eisai mwy a mwy o sicrwydd bod unrhyw brosiect y maent yn buddsoddi ynddo yn gynaliadwy. Ni allwch gymryd yn ganiataol y bydd yr Awdurdod Lleol yn derbyn cynhaliaeth ardal chwarae ac mae'r faich arnoch chi, fel rheolwr y prosiect, weithio allan sut y gellir ei gynnal.

Dylid ystyried o ddifrif gosod cyllid ar gyfer cronfa ad-dalu. Yn sylfaenol cyfrif cynilo yw hwn i ganiatau delio ag eitemau mawrion fel toeon a systemau gwresogi yn gylchol yn hytrach na bod yn ddibynnol ar gymorth grant am eitemau mawrion. Gofynna hyn am amryw o filoedd o bunnoedd y flwyddyn yn y cynllun busnes i ganiatau am y digwyddiadau posibl.

### 3 Case Studies

This section contains 14 case studies - five from design, or community technical aid organisations from around the UK, and nine from community based groups in Wales.

Not all the case studies result in amazing design solutions, but the process of developing the project reveal success factors, that others can benefit from.

The five professional organisations forwarded case studies about projects, which they felt were inspirational, and aspirational, in their contribution to community regeneration.

The nine community projects were identified during the course of the study as providing good learning points for others in developing community based projects. 'Community based' in this context means that each project relates to a specific geographical area such as an estate, neighbourhood or even a town, or to a community of interest. In many cases this also means that the community has been involved in some way, in developing the project.

The projects also are 'not for profit' in that, although individual projects may need to make surpluses (or profits) to survive, no one individual benefits from these profits. Everything is ploughed back into the project for the benefit of the local community.

Another feature of these projects is that, where they are large enough, they very consciously seek to employ local people, or to use aspects of the project (either during its construction or afterwards) as a means of offering training or work experience.

They all provide lessons – 'secrets of success' – in what can be achieved by communities working with their professional designers. Some of them also illustrate regeneration projects, which seek to do something 'different'. These are flagship projects or processes which seek to solve common problems in innovative ways.

### 3 Astudiaethau Achos

Mae'r rhan hwn yn cynnwys 14 o astudiaethau achos – pump o sefydliadau dylunio neu sefydliadau cymorth technegol cymunedol ledled y DU a 9 o grwpiau seiliedig ar y gymuned yng Nghymru.

Nid yw'r astudiaethau achos i gyd wedi arwain at ddatrysiau dylunio syfrdanol ond mae'r broses o ddatblygu'r prosiect yn amlygu elfennau llwyddiant y gall eraill elwa gan ddynt.

Anfonodd y pump sefydliad professiynol astudiaethau achos am brosiectau y teimlent oedd yn ysbyrdoledig ac yn codi dyheadau yn eu cyfraniad at adfywiad cymunedol.

Cafodd y naw prosiect cymunedol eu cydnabod yn ystod yr astudiaeth fel rhai sydd yn arddangos pwyntiau addysgu da i eraill ar sut i ddatblygu prosiectau seiliedig ar y gymuned. Mae "seiliedig ar y gymuned" yn y cyd-destun hwn yn golygu fod pob prosiect yn cyfeirio at ardal ddaearyddol neilltuol fel stad, cymogaeth neu dref hyd yn oed, neu ei fod o ddiddordeb i'r gymuned gyfan. Mewn llawer achos hefyd golyga fod y gymuned wedi bod ynghlwm â datblygu'r prosiect mewn rhyw ffordd.

Mae'r prosiectau hefyd yn ddi-elw, hynny yw, er bod angen i rai prosiectau wneud elw er mwyn parhau i fodoli nid oes un unigolyn yn elwa. Mae popeth yn cael ei ail fuddsoddi yn y prosiect er lles y gymuned leol.

Nodwedd arall o'r prosiectau hyn ble maent yn ddigon mawr, yw eu bod yn ymwybodol iawn o'r angen i geisio cyflogi pobl leol, neu i ddefnyddio agweddau o'r prosiect (un ai yn ystod y cyfnod adeiladu neu wedyn) fel ffordd o gynnig hyfforddiant neu brofiad gwaith.

Maent i gyd yn enghreifftiau - 'cyfrinachau eu llwyddiant' - o beth gellir gael ei gyflawni gan gymunedau yn gweithio gyda'u dylunwyr professiynol. Mae rhai ohonynt hefyd yn esiamplau o brosiectau adfywio sydd yn ceisio gwneud rhywbeth gwahanol. Mae'r rhain yn brosiectau blaenllaw sy'n ceisio datrys problemau cyffredin mewn ffyrdd arloesol.



## Professional Case Studies

These are very different planning and design led regeneration projects, each with their own lessons for others. The common thread is the process whereby designers and planners work with local communities in the design and planning process, so that local people make the decisions which, after all, affect their lives.

1. The Lenadoon Experience – Community Planning in Northern Ireland .
2. Homezone in Bristol – an integrated package of innovative transport measures.
3. Chase Neighbourhood Centre, Nottingham – green building solution for social enterprise .
4. ‘Queens’ at Aberdaran, North Wales – a landscape and arts project.
5. Community Peace Garden, Newport.

Community Design or Technical Aid, is an approach where planning and design professionals are committed to working collaboratively with community clients.

Design and planning is seen as part of the community development process, rather than an imposition of another individual’s or organisation’s ideas.

Community Design organisations vary in their make-up. TANC in Nottinghamshire act as brokers between community groups and external architects, ensuring that the dialogue is maintained as well as providing consultancy services in community regeneration.

CTA Northern Ireland, like Community Design in Newport is a charitable body employing design and planning professionals.

Sustrans in Bristol is a charity committed to the development of sustainable transport networks, employing designers, project managers and development staff. Having said that, there are many private practices that are committed to community design and one of the case studies includes one such team, Dobson Owen.

## Astudiaethau Achos Proffesiynol

Maent yn brosiectau adfywio a arweinir gan gynllunio a dylunio gwahanol iawn, pob un a’u gwersi eu hunain. Yn gyffredin i’r cwbl y mae’r broses lle bydd dylunwyr a chynllunwyr yn gweithio gyda chymunedau lleol ar y broses ddylunio a chynllunio, fel bod pobl leol yn gwneud y penderfyniadau sydd, wedi’r cwbl, yn effeithio ar eu bywydau hwy.

- 1 Profiad Lenadoon – Cynllunio Cymunedol yng Ngogledd Iwerddon
- 2 Parth Cartrefi ym Mryste – pecyn integredig o fesurau trafnidiaeth arloesol
- 3 Canolfan Gymdogaeth Chase yn Nottingham – ateb adeiladu gwyrdd ar gyfer menter gymdeithasol
- 4 Queens’ yn Aberdaron - prosiect tirwedd a chelf
- 5 Gardd Heddwch Gymunedol, Casnewydd

Mae Dylunio Cymunedol neu Gymorth Technegol, yn ddull lle mae proffesiynolion cynllunio a dylunio yn ymrwymo i weithio ar y cyd â chleientiaid cymunedol.

Ystyrir bod dylunio a chynllunio yn rhan o’r broses ddatblygu gymunedol, yn hytrach na gorfodi syniadau rhywun arall.

Amrywia mudiadau Dylunio Cymunedol o ran eu ffurf - mae TANC yn Swydd Nottingham yn gweithio fel broceriaid rhwng grwpiau cymunedol a phenseiri allanol, gan sicrhau bod dialog yn cael ei gynnal, yngyd â chynnig gwasanaethau ymgynghori ar adfywio cymunedol.

Mae CTA Gogledd Iwerddon, fel CDG yng Nghasnewydd yn gorff elusennol sy’n cyflogi proffesiynolion dylunio a chynllunio.

Mae Sustrans ym Mryste yn elusen sy’n ymrwymo i ddatblygu rhwydweithiau trafnidiaeth cynaliadwy, gan gyflogi dylunwyr, rheolwyr prosiect a staff datblygu. Wedi dweud hynny, mae llawer o fudiadau preifat yn ymrwymo i ddylunio cymunedol ac mae un o’r astudiaethau achos yn cynnwys tîm o’r fath, Dobson Owen.



## 1 Regeneration Through Community Planning

by Community Technical Aid (CTA), Northern Ireland

Over the past 21 years Community Technical Aid (CTA) has provided community planning, architectural and project development services to disadvantaged communities across Northern Ireland. Its work includes all aspects of the development of community buildings from feasibility through to on-site implementation. Community planning services include advice and training for community groups on the statutory planning system and facilitating community and public consultation on planning policies and statutory plans. Community planning also works with local community and resident groups on the development of community owned plans for neighbourhoods and rural areas. A good example of this is the Lenadoon Community Plan.

### The Lenadoon Community Plan

Lenadoon is in predominately Catholic west Belfast. The total population is 8,800 and the area has been recognised as one of deep-seated deprivation and poverty. It shares an interface (or 'peace line') with a smaller mainly Protestant community called Suffolk. This interface was the scene of many violent clashes during the 1970 - 1995 period of the conflict in the city.

### In the Beginning

The first of what are now three Community Plans for Lenadoon was developed in 1993. It was a five year plan which focused on four priority areas for action:

- the environment;
- housing and tenant participation;
- young people; and
- community organisation.

Housing and the environment are the basic building blocks of any community. Community organisation



Aerial view of Lenadoon

## 1 Adfywio drwy Gynllunio Cymunedol

gan Community Technical Aid (CTA), Gogledd Iwerddon

Dros yr 21 mlynedd diwethaf mae Community Technical Aid (CTA) wedi darparu gwasanaethau cynllunio cymunedol, gwasanaethau pensaerniol a datblygu prosiect i gymunedau difreintiedig ar draws Gogledd Iwerddon. Mae ei waith yn cynnwys pob agwedd ar adeiladau cymunedol o ddichonoldeb i weithredu ar y safle. Mae'r gwasanaethau Cynllunio Cymunedol yn cynnwys cyngor a hyfforddiant i grwpiau cymunedol ar y system gynllunio statudol a hwyluso ymgynghori cymunedol a chyhoeddus ar bolisiâu cynllunio a chynlluniau statudol. Mae Cynllunio Cymunedol hefyd yn ymgorffori gwaith gyda'r gymuned leol a grwpiau trigolion ar ddatblygiad cynlluniau y mae'r gymuned yn berchen arnynt ar gyfer cymdogaethau ac ardaloedd gwledig. Enghraift dda o hyn yw Cynllun Cymunedol Lenadoon.

### Cynllun Cymunedol Lenadoon

Mae Lenadoon wedi'i lleoli mewn ardal sydd yn bennaf Gatholig yng ngorllewin Belfast. Ceir poblogaeth o 8,800 a chydnabyddir bod yr ardal yn un o ddfreintedd a thlodi dwys. Mae'n rhannu rhyngwyneb (neu 'linell heddwch') gyda chymuned lai, Protestannaidd yn bennaf o'r enw Suffolk. Gwelodd y rhyngwyneb hwn lawer o wrthdrawiadau treisgar yn ystod cyfnod 1970 - 1995 y gwrthdaro yn y ddinas.

### Ar y Dechrau

Datblygwyd y cyntaf o dri Chynllun Cymunedol bellach ar gyfer Lenadoon ym 1993. Roedd yn gynllun pum mlynedd a oedd yn canolbwytio ar bedwar maes blaenoriaeth o ran gweithredu:

- yr amgylchedd;
- tai a chyfranogiad gan denantiaid;
- pobl ifanc; a
- threfniadaeth gymunedol.

Roedd dwy o'r pedair blaenoriaeth yn sylfeini pob cymuned - tai ac adeiladwaith amgylcheddol. Roedd

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was a priority because levels of community activity were low and fragmented and some of those who were active in the community lacked experience. Young people were also a priority because they were perceived mainly as a problem, which needed to be contained.

Five years later when Community Technical Aid was appointed to review progress and help develop a new Community Plan much had been achieved. Significant progress had been made on each of the four priorities with:

- new youth projects established;
- a housing improvements programme underway;
- new community groups formed and a Community Forum was the focus for co-ordination by groups; and
- partnership arrangements were in place with public agencies for two planned environmental projects.

However many in the Lenadoon area felt that little has been achieved and progress was too slow. They wanted the new Community Plan to be more comprehensive and the involvement of public agencies from the outset. The methods used by CTA in preparing this second five year plan included:

- community workshops to identify local issues;
- theme based focus groups which included front line staff from public agencies;
- a community audit drawing on all available socio-economic indicators; and
- detailed drafting meetings with representatives of the Community Forum and public agencies.

The more active involvement of public service bodies reflected their recognition of the commitment of local people and the community's greater ability to work with officials and paved the way for more rapid progress on the community's issues.

The 1999-2005 Community Plan contained many new priorities and a different emphasis. The focus now was on:

- developing the wellbeing, skills and abilities of residents;
- strengthening community spirit through action on health and wellbeing; and
- developing education and training.

Housing and the environment remained a priority because much more work was needed. Young people also remained a priority but the new

trefniadaeth gymunedol yn flaenoriaeth oherwydd prin a bratiog oedd y gweithgarwch cymunedol ac roedd diffyg profiad cymunedol gan rai o'r rheiny a oedd yn weithgar. Roedd pobl ifanc yn flaenoriaeth oherwydd fe'u hystyriwyd yn broblem yn bennaf yr oedd angen ei ffrwyno.

Bum mlynedd yn ddiweddarach, pan benodwyd Community Technical Aid i adolygu cynnydd ac i helpu i ddatblygu Cynllun Cymunedol newydd, roedd llawer wedi cael ei gyflawni. Yn arwyddocaol, gwnaed cynnydd ar bob un o'r blaenoriaethau, gyda:

- phrosiectau ieuengtid newydd wedi'u sefydlu;
- rhaglen o wella tai yn mynd rhagddi;
- grwpiau cymunedol newydd wedi'u ffurfio ac roedd Fforwm Cymunedol yn ganolbwyt ar gyfer cydweithredu gan grwpiau; ac
- roedd trefniadau partneriaeth yn eu lle gydag asiantaethau cyhoeddus ar gyfer dau brosiect amgylcheddol arfaethedig.

Teimlai llawer yn ardal Lenadoon, foddy bynnag, bod y cynnydd yn rhy brin ac yn rhy araf. Roeddent am i'r Cynllun Cymunedol fod yn fwy cynhwysfawr a bod asiantaethau cyhoeddus yn gysylltiedig o'r dechrau'n deg. Roedd y fethodoleg a ddefnyddiwyd gan CTA wrth baratoi'r ail gynnllun pum mlynedd hwn yn cynnwys:  
→ gweithdai cymunedol i nodi materion lleol  
→ grwpiau ffocws ar sail thema a oedd yn cynnwys staff y rheng flaen o asiantaethau cyhoeddus  
→ archwiliad cymunedol yn tynnu ar yr holl ddangosyddion economaidd gymdeithasol a oedd ar gael  
→ cyfarfodydd drafftio manwl gyda chynrychiolwyr o'r Fforwm Cymunedol a'r asiantaethau cyhoeddus.

Roedd cyfraniad mwy gweithgar cyrr y gwasanaethau cyhoeddus yn adlewyrchu eu cydnabyddiaeth o ymrwymiad pobl leol a gallu gwell y gymuned i weithio gyda swyddogion ac roedd hyn wedi paratoi'r ffordd ar gyfer gwneud cynnydd cyflymach ar broblemau'r gymuned.

Roedd Cynllun Cymunedol 1999-2005 yn cynnwys llawer o flaenoriaethau newydd a phwyslais gwahanol. Roedd yn canolbwytio nawr ar ddatblygu  
→ lles, sgiliau a galluoedd y trigolion  
→ cryfhau'r ysbryd cymunedol drwy weithredu ar iechyd a lles  
→ addysg a hyfforddiant.

Parhaodd tai a'r amgylchedd i fod yn flaenoriaeth oherwydd bod angen llawer mwy. Roedd pobl ifanc



approach was a developmental one with the emphasis on supporting younger children and their parents. This arose out of a changing attitude to young people who were now seen as having potential and needing help to make their full contribution to building a better future for all of the community.

The other notable new priority was the interface. Relationships between community leaders across the sectarian divide were improving to the extent that they now believed it was possible to at least begin talking about how an area associated with conflict might become one of mutual benefit.

### Ten Years of Achievement

The outcome of ten years of Community Planning is a much more confident and organised community, one which can engage with public agencies on the basis of equality and can point to a track record which now includes:

- new social housing schemes;
- two community parks with the Council;
- a health education programme;
- employability training;
- a women's development programme;
- a crèche facility;
- a counselling service; and
- a major cross-community retail and office development on the interface which is jointly owned and managed by the two communities.

### Secrets of Success

CTA has learned much from their involvement in this and many other Community Planning processes over the years. They have been able to bring this learning to each new community and build on it for the next time. Core lessons which they believe are applicable to most community situations are:

- plan for the long term;
- keep focused on your plan while reviewing it annually;
- go beyond consultation to negotiating implementation responsibilities;
- build relationships with public service bodies and others you need for success; and
- plan programmes of services and activities not just one-off projects.

hefyd wedi parhau'n flaenoriaeth ond roedd ymagwedd newydd o ddatblygu, gyda phwyslais ar gefnogi pobl ieuengach [a'u rhieni]. Cododd hyn o'r newid mewn agwedd at bobl ifanc yr ystyriwyd bellach fod ganddynt botensial ac roedd angen eu helpu i wneud eu cyfraniad llawn at adeiladu dyfodol gwell i'r gymuned gyfan.

Y flaenoriaeth newydd nodedig arall oedd y rhngwynеб. Roedd y berthynas rhwng arweinwyr cymunedol ar draws y rhaniad sectyddol yn gwella i'r graddau y credyd ei fod o leiaf yn bosibl dechrau siarad am sut y gallai ardal a oedd yn gysylltiedig â gwrthdaro ddod yn un o fudd i'r naill a'r llall.

### Deng Mlynedd o Lwyddiant

Canlyniad deng mlynedd o Gynllunio Cymunedol yw cymuned llawer mwy hyderus a threfnus, un sy'n gallu ymgysylltu ag asiantaethau cyhoeddus ar sail cydraddoldeb ac a all droi at hanes sydd bellach yn cynnwys:

- dau gynllun tai cymdeithasol newydd;
- dau barc cymunedol gyda'r Cyngor;
- rhaglen addysg iechyd;
- hyfforddiant ar gyflogadwyedd;
- rhaglen datblygu menywod;
- cyfleuster meithrinfa;
- gwasanaeth ymgynghori; a
- datblygiad adwerthu a swyddfeydd traws-gymunedol mawr ar y rhngwyneb y mae'r ddwy gymuned yn cydberchen arno.

### Cyfrinachau eu Llwyddiant

Mae CTA wedi dysgu llawer o'n cyswllt â'r broses hon a llawer o brosesau Cynllunio Cymunedol eraill dros y blynnyddoedd. Rydym wedi gallu mynd â'r dysgu hwn i bob cymuned newydd ac adeiladu arno ar gyfer y tro nesaf. Credwn mai'r gwersi craidd sy'n berthnasol i'r rhan fwyaf o sefyllfaoedd cymunedol yw:

- cynllunio ar gyfer y tymor hir;
- parhau i ganolbwytio ar eich cynllun a'i adolygu'n flynyddol;
- mynd y tu hwnt i ymgynghori i gyd-drafod rhoi cyfrifoldebau ar waith;
- adeiladu cysylltiadau â chyrff gwasanaethau cyhoeddus ac eraill rydych eu hangen i sicrhau llwyddiant; a
- chynllunio rhaglenni gwasanaethau a gweithgareddau – nid prosiectau unigol yn unig.

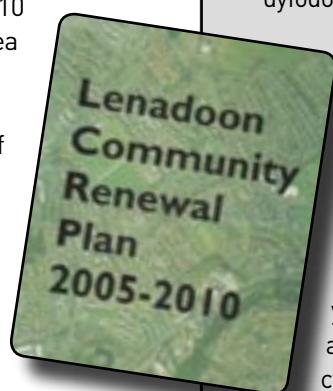


### What's Next for Lenadoon?

The Lenadoon community continues to plan ahead.

CTA has recently completed a 2005 - 2010 "Community Renewal Plan" and the area has been designated a Neighbourhood Renewal Area by government. A Neighbourhood Renewal Partnership of community, public and private sector representatives has been set up. The community - and only the community - was able to present a clear plan at the first meeting of the Partnership for what it believes is required to renew the Lenadoon neighbourhood.

The community's representatives are now persuading the other partners to come on board.



### Beth Nesaf i Lenadoon

Mae cymuned Lenadoon yn parhau i gynllunio i'r dyfodol. Yn ddiweddar, cwblhaodd CTA "Gynllun

Adnewyddu Cymunedol" 2005 - 2010 a dynodwyd yr ardal yn Ardal Adnewyddu Cymdogaeth gan y Llywodraeth. Mae Partneriaeth Adnewyddu Cymdogaeth o gynrychiolwyr o'r sectorau cymunedol,

cyhoeddus a phreifat wedi cael ei sefydlu.

Roedd y gymuned – a'r gymuned yn unig – yn gallu cyflwyno cynllun clir yng nghyfarfod cyntaf y Bartneriaeth o'r hyn y mae'n credu sydd ei angen i adnewyddu cymdogaeth Lenadoon. Mae cynrychiolwyr y gymuned bellach yn ceisio dwyn perswâd ar y partneriaid eraill i ymuno â nhw.



## 2 Homezone in Bristol

*Communities redesigning their streets*

*Sustrans – sustainable transport charity.*

A home zone is a street or group of streets where pedestrians, cyclists and vehicles share the space on equal terms, with cars travelling at little more than walking pace.



Sustrans is one of the UK's leading sustainable transport charities. Their vision is a world in which people can choose to travel in ways that benefit their health and the environment.

### The Dings Home Zone Project

The Dings is a small residential area north of Temple Meads railway station. Blighted by cars taking short cuts through the area (rat-running) and a severe commuter parking problem, it has suffered from acute access problems for emergency vehicles and traffic danger for residents.

Sustrans and Bristol City Council worked with the local community to develop proposals for a Home Zone in the Dings. Over two years Sustrans Community Travel Workers involved residents in the design process and galvanised support for the project. Residents' concerns informed the production of a master-layout that was approved by the community in May 2003.

In order to deliver the whole of the master-layout, the City Council successfully bid for additional funding from Bristol's New Deal for Communities programme, Community at Heart.

In September 2004 the first phase of construction was started. The project aimed to deliver a combination of innovative elements:

- Positive parking by limiting parking to marked bays only, avoiding the need for yellow lines as part of the new residents parking scheme.

## 2 Parth Cartrefi ym Mryste

*Cymunedau'n ailgynllunio'u strydoedd*

*Sustrans – elusen trafnidiaeth gynaliadwy.*

Stryd neu grŵp o strydoedd lle gall cerddwyr, beicwyr a cherbydau rannu'r gofod ar sail gyfartal, gyda cheir yn teithio ar gyflymder nad yw lawer cynt na chyflymder cerdded, yw parth cartrefi.

Sustrans yw prif elusen trafnidiaeth gynaliadwy'r DU. Eu gweledigaeth yw byd lle mae pobl yn gallu dewis teithio mewn ffyrdd sy'n gwneud lles i'w hiechyd ac i'r amgylchedd.

### Prosiect Parth Cartrefi Dings

Ardal breswyl fechan i'r gogledd o or saf drenau Temple Meads yw'r Dings. Mae wedi dioddef problemau mynediad difrifol i gerbydau brys a pheryglon traffig i drigolion, oherwydd problemau defnyddio strydoedd fel llwybrau tarw a phroblem ddifrifol o achos parcio gan gymudwyr.

Bu Sustrans a Chyngor Dinas Bryste yn gweithio gyda'r gymuned leol i ddatblygu cynigion ar gyfer parth cartrefi yn y Dings. Dros ddwy flynedd bu Gweithwyr Teithio Cymunedol Sustrans yn sicrhau bod trigolion ynglwm yn y broses ddifrifol a buont yn annog cefnogaeth i'r prosiect. Roedd pryderon trigolion wedi llywio cynhyrchu prif gynllun a gymeradwywyd gan y gymuned ym mis Mai 2003.

Er mwyn cyflwyno'r prif gynllun cyfan, gwnaeth Cyngor y Dinas gais llwyddiannus am arian ychwanegol oddi wrth raglen Borgen Newydd i Gymunedau Bryste, sef Community at Heart.

Cychwynnodd cam cyntaf y prosiect ym mis Medi 2004. Nod y prosiect oedd cyflwyno cyfuniad o elfennau arloesol:

- Parcio positif - cyfyngu parcio i gilfannau wedi'u marcio yn unig, gan osgoi'r angen am linellau melyn fel rhan o gynllun parcio newydd i drigolion
- Defnydd helaeth o 'gynllunio ar gyfer ansicrwydd' i

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- Extensive use of 'design for uncertainty' to slow drivers in shared space/use areas and make the environment safer by making it less predictable.
- A comprehensive community involvement programme carried out by Sustrans.
- A Community Arts Programme employing artists and a writer to develop substantial creative and artistic content with residents to be included into the fabric.
- A new cycleway and walkway through the site linking to the National Cycle Route and the mainline railway station.
- Promotion of non-car travel choices including cycle training and events.
- Inclusion of a Car Share Club for short term rental as an alternative to car ownership.
- Integrating the home zone in with the adjacent new developments.
- Provision of safer routes to the adjacent school.
- Use of a Sustainable Urban Drainage System to simplify the drainage system on the shared surfaces.
- Upgrading utilities for water, telecoms, and electricity.

Activity & Health research was also carried out, to measure the potential impact of the measures on residents' lifestyle by Bristol University, funded by the British Heart Foundation.

### Secrets of Success

- High levels of engagement ensured local support. 95% of residents were involved in the process, including new residents as they moved in. 85% agreed the detailed Masterplan
- 'Evaluate as you go': The results of ongoing evaluation demonstrated that problem issues such as safety, fast cars, noise, anti social behaviour, poor access were all perceived to have been addressed.
- The possibility to evaluate attractiveness, for example, by asking how the street looks before the exercise, and then again after completion.
- Partnerships were essential. All statutory and local bodies needed to be brought on board.



Street events: design consultation and testing possible layouts.  
Digwyddiadau stryd: ymgynghori ar ddylunio profi cynlluniau posibl

- arafu gyrrwyr mewn mannau gofod/defnydd wedi'u rhannu – gan wneud yr amgylchedd yn fwy diogel drwy ei wneud yn llai rhagweladwy.
  - Rhaglen ymwneud cymunedol cynhwysfawr wedi'i gyflawni gan Sustrans
  - Rhaglen Gelf Gymunedol yn cyflogi arlunwyr ac awdur i ddatblygu cynnwys creadigol ac artistig gyda'r trigolion, i'w gynnwys yn yr adeiladwaith
  - Llwybr beicio/cerdded newydd drwy'r safle yn cysylltu â'r Llwybr Beicio Cenedlaethol a'r orsaf drenau prif linell
  - Hyrwyddo dewisiadau teithio heb y car, gan gynnwys hyfforddiant a digwyddiadau beicio
  - Cynnwys Clwb Rhannu Ceir ar gyfer rhentu tymor byr fel dewis arall i berchnogaeth car
  - Integreiddio gyda'r part cartrefi yn y datblygiadau cyfagos newydd
  - Darparu llwybrau diogelach i'r ysgol gyfagos
  - Y defnydd o System Ddraeniau Trefol Cynaliadwy i symleiddio'r system ddraenio ar yr arwynebau a rennir
  - Uwchraddio'r cyfleustodau ar gyfer dŵr, telegyfathrebu, a thrydan
- Hefyd, cyflawnwyd ymchwil gan Brifysgol Bryste, wedi'i ariannu gan Sefydliad Prydeinig y Galon, ar Weithgarwch ac lechyd i fesur effaith bosibl y mesurau ar ffyrdd y trigolion o fyw.

### Cyfrinachau eu Lwyddiant

- Lefelau uchel o gyswllt wedi sicrhau cefnogaeth leol – roedd 95% o'r trigolion yn gysylltiedig â'r broses, gan gynnwys trigolion newydd wrth iddynt symud i mewn, a chytunodd 85% â'r prif gynllun manwl
- Gwerthuso wrth fynd yn eich blaen - dangosodd y canlyniadau bod canfyddiad i broblemau fel diogelwch, ceir cyflym, sŵn, ymddygiad gwrthgymdeithasol, a mynediad gwael gael sylw
- Mae'n bosibl gwerthuso natur atyniadol, er enghraift, drwy ofyn sut olwg sydd ar y stryd cyn yr ymarfer, ac eto ar ôl cwblhau.
- Mae partneriaethau'n hanfodol – rhaid dwyn ynghyd yr holl gyrrff statudol a lleol.



### 3 Chase Neighbourhood Centre Nottingham



Community Design and Social Enterprise in Action by TANC – Technical Aid for Nottinghamshire Communities.

TANC is the only independent regeneration consultancy providing free services to voluntary/ community groups in the East Midlands

### Background

TANC worked with the Chase Action Group (CAG) in Nottingham to develop a local community centre, which became the largest community self-build project in Europe, winning awards for its eco friendly timber framed design.

There was maximum involvement by local people in developing the brief and business plan, and a training project established to maximise involvement and local investment. Thus all aspects of the project's development became vehicles for the community's regeneration - environmentally, socially and economically.

The trainees were involved in the actual construction of the Centre with all trainees getting good basic training while on site, with a support team of professional and skilled personnel to deal with any problems. A total of 10 local people were employed during its construction. Clear training routes had been set up and a proper union-agreed wage for all trainees.

### 3 Canolfan Gymdogaeth Chase Nottingham

Dylunio cymunedol a menter gymdeithasol ar waith gan TANC – Cymorth Technegol i Gymunedau Swydd Nottingham.

TANC yw'r unig ymgynghoriaeth adfywio annibynnol sy'n cynnig gwasanaethau am ddim i grwpiau gwirfoddol/cymunedol yn Nwyrain Canolbarth Lloegr

### Cefndir

Bu TANC yn gweithio gyda Grŵp Gweithredu Chase yn Nottingham i ddatblygu canolfan gymunedol leol, a ddaeth i fod yn brosiect hunanadeiladu cymunedol mwyaf Ewrop, gan ennill gwobrau am ei gynllun ffrâm pren ecogyfeillgar.

Cafwyd y cyswllt mwyaf posibl gan bobl leol wrth ddatblygu'r briff a'r cynllun busnes, a sefydlwyd prosiect hyfforddi i wneud y mwyaf o'r cyswllt ac o fuddsoddiad lleol. Felly, daeth pob agwedd ar ddatblygiad y prosiect yn gyfrwng ar gyfer adfywio'r gymuned - yn amgylcheddol, yn gymdeithasol ac yn economaidd

Cymerodd y rheiny a oedd dan hyfforddiant ran wrth adeiladu'r Ganolfan gyda'r holl hyfforddeion yn cael hyfforddiant sylfaenol da tra'u bod nhw ar y safle, gyda thîm cefnogi o bobl broffesiynol a chymwys i ddelio ag unrhyw broblemau. Cyflogwyd cyfanswm o 10 o bobl leol yn ystod y gwaith adeiladu. Cafodd llwybrau hyfforddi clir eu sefydlu a chytunwyd ar gyflog priodol gydag undeb ar gyfer yr holl hyfforddeion.



Sustainability and renewable elements were core to the project and incorporated into the design. Besides an eco-friendly timber frame, there is solar heating and a turf roof. The form of the building reflects the need to maximise natural lighting and minimise heating. The building also reflects the desire of the Action Group that it should be distinctive and make a statement.

Sustainability in terms of its use were also crucial to the Centre's success. It hosts several community businesses within it. TANC is based there, itself a charity with a trading arm as well as two other office based organisations, and a community café and laundry both employing local people. There is a successful Youth Improvement Project based there also. The Centre has now been running for 5 years.

### Secrets of Success

- Having local trainees and good community relationships meant that the site was protected by more than just a fence.
- Checking out other projects was a great way of getting inspiration. Communities should learn from others but do their own thing too.
- The Group was very involved in the process of choosing their professional advisors, and all the architectural practices were rigorously interviewed. This ensured that the Group's creativity showed in the design of the building.
- Partnerships are essential.
- Groups should learn to acquire a 'business head', especially when planning income generation
- A healthy Management Committee can ensure a healthy building.
- Being a good employer was essential for success.
- Good financial and legal services ensured the project stayed on the straight and narrow.
- It takes a long time and its hard work but the results can be fantastic.



Roedd cynaliadwyedd ac elfennau adnewyddadwy yn greiddiol i'r prosiect ac fe'u hymgorfforwyd yn y cynllun - heblaw am ffrâm bren, mae gwres solar a tho o dyweirch. Mae ffurf yr adeilad yn adlewyrchu'r angen i wneud y mwyaf o oleuni naturiol ac i ddefnyddio cyn lleied â phosibl ar wresogi. Mae'r adeilad hefyd yn adlewyrchu dymuniad y Grŵp Gweithredu y dylai fod yn hynod ac yn nodedig.

Roedd cynaliadwyedd o ran ei ddefnydd hefyd yn hanfodol i lwyddiant y Ganolfan - mae'n gartref i sawl busnes cymunedol - mae TANC wedi'i seilio yno, elusen gyda changen fasnachu ynghyd â dau sefydliad arall sy'n gweithio o swyddfeydd, a chaffi cymunedol a golchdy sy'n cyflogi pobl leol. Mae Prosiect Gwella leuenctid hefyd a'i ganolfan yno. Mae'r Ganolfan bellach wedi bod yn agor am bum mlynedd.

### Cyfrinachau eu Lwyddiant

- Roedd cael hyfforddeion lleol a chysylltiadau cymunedol da yn golygu bod y prosiect yn cael ei amddiffyn gan fwy na ffens yn unig.
- Roedd bwrw golwg ar brosiectau eraill yn ffordd wych o gael ysbrydoliaeth – dysgu oddi wrth eraill ond dilyn eich trywydd eich hun hefyd
- Roedd dewis pensaer yn brawf diddorol i'r 'bobl broffesiynol' - chwaraeodd y Grŵp ran amlwg iawn yn y broses hon a chafwyd cyfweliadau trylwyr â'r holl gwmniâu pensaerniöl. Sicrhaodd hyn fod creadigrwydd y grŵp i'w weld yng nghynllun yr adeilad.
- Mae partneriaethau'n hanfodol
- Dysgu i fabwysiadu pen 'busnes' – yn enwedig wrth gynllunio sut i greu incwm
- Sicrhaodd Pwyllgor Rheoli iach adeilad iach.
- Roedd bod yn gyflogwr da yn hanfodol i gael llwyddiant
- Sicrhaodd gwasanaethau ariannol a chyfreithiol da bod y prosiect wedi parhau ar y trywydd cywir
- Mae'n cymryd llawer o amser ac mae'n waith anodd ond gall y canlyniadau fod yn wych



### 4 Queens Aberdaron

Huw Meredydd Owen with Pandora Vaughan



Huw Owen of Dobson Owen Architects, set up DRWS in order to put his years of professional experience from the world of architecture to work in the arts. Services are offered that give practical help to those who wish to commission creative work in relation to buildings or specific locations. This creative work is provided by artists, such as Pandora who is also a Landscape Architect, or directly by DRWS. They offer this service to individuals, companies, public bodies or community organisations.

This project looks at the way a creative action can help extend and widen community activity and add to the momentum of previous initiatives.

### Background

The community of Aberdaron is situated at the far end of the Llyn Peninsula - it is 16 miles from the nearest local centre (Pwllheli) and 45 miles from the nearest general hospital. The basis of employment is now largely tourist related, and the demographic profile has the emphasis at either end, so often associated with marginalised areas. The community in itself, though, is lively, cohesive and motivated.

In 1998 a community audit started a participative process, one of the results of this was the Queens project.

### 4 Queens Aberdaron

Huw Meredydd Owen + Pandora Vaughan

Sefydlodd Huw Owen o Benseiri Dobson Owen, DRWS er mwyn rhoi ei flynyddoedd o brofiad proffesiynol o fyd pensaerniaeth ar waith ym myd y celfyddydau. Cynigir gwasanaethau sy'n rhoi cymorth ymarferol i'r rheiny sy'n dymuno comisiynu gwaith creadigol mewn perthynas ag adeiladau neu leoliadau penodol. Darperir y gwaith creadigol hwn gan artistiaid fel Pandora, sydd hefyd yn Bensaer Tirwedd, neu'n uniongyrchol gan DRWS. Maent yn cynnig y gwasanaeth hwn i unigolion, cwmnïau, cyrff cyhoeddus neu fudiadau cymunedol.

Mae'r prosiect hwn yn bwrw golwg ar sut gall gweithredu creadigol helpu i estyn ac ymledu gweithgareddau cymunedol ac ychwanegu at fomentwm mentrau blaenorol.

### Cefndir

Mae cymuned Aberdaron wedi'i lleoli ben pellaf Penrhyn Llŷn - mae 16 o filltiroedd i ffwrdd o'r ganolfan leol agosaf (Pwllheli) a 45 milltir o'r ysbty cyffredinol agosaf. Mae'r sylfaen gyflogaeth nawr yn ymwneud yn helaeth â thwristiaeth, ac mae pwyslais y profil demograffig ar y naill ben a'r llall, sy'n aml yn gysylltiedig ag ardaloedd ymylol. Mae'r gymuned ei hun, fodd bynnag, yn fywiog, yn gydlynol ac wedi'i symblyu.

Ym 1998 cychwynnodd archwiliad cymunedol broses gyfrannol - un o ganlyniadau hwn oedd prosiect Queens.

Mae Queens yn dafod o dir rhwng glan y môr ac Afon Daron wrth iddi lifo i'r môr yn y pen gorllewinol. Mae'r morglawdd yn ffurfioli'r blaendraeth gyda llwybr

# STEPS TO SUCCESS

## CAMAU AT LWYDDIANT



Queens is a spit of land between the seashore and the river Daron running into the sea at its western extremity. The breakwater formalises the foreshore with a level walkway and sloping concrete front to the beach. Its end is a circular radius as it turns to meet the river, contained behind a simpler retaining wall on the north side. The triangular ground peters out towards the west but at its eastern (wider) end adjoins the village. It is a public piece of very open ground, used by inhabitants, tourists and holiday home dwellers alike.

The brief, suggested an open space that would enhance the use presently made of the area and make it an additional attraction. It also hinted at making a statement that would improve not only the physical response to the place but to stimulate the confidence of the local population; that this was a place with a long history and worth the effort.

The Queens project was able to take advantage of previous consultations and so the process was able to commence with a Drop in Day with the Design Team. Such was the interest that many of the techniques and tools that were prepared (such as a blackboard in the shape of the site, sketch models, post-it notes and comment sheets) were hardly used due to lack of time and space.

A very good cross-section of opinion was achieved largely just by talking to people. The main points to come out, were the need for

- a safe environment (lighting, seating, disabled access),
- improvement (visual, cleanliness, vegetation)
- an attraction.

The session also allowed for exploration of the deeper subjective issues of belonging, community, roots and pride, through an exhibition of images of Aberdaron selected for their focus on social issues, community and characters.

The design that was developed centred on three main elements:

- a network of footpaths of varying widths, character and informally crossing the area, taking walkers across the site directly or indirectly. This pattern reflected the idea of a labyrinth or the tortuous route of life, which also reflected the disciplines of monastic landscaping (Aberdaron representing the monastic community on nearby Bardsey Island during medieval times);

cerdded gwastad a thalcen concrit sy'n llechwedd i'r traeth. Mae ei ddiweddu yn radiws cylchog wrth iddo droi i gyfarfod â'r afon, wedi'i ffrwyno y tu ôl i wal gadw symlach ar yr ochr ogledol. Mae'r tir trionglog yn darfod tuag at y gorllewin ond mae ei ben dwyreiniol (llletach) yn ffionio'r pentref. Dyma ddarn cyhoeddus o dir (lagored iawn), a ddefnyddir gan drigolion, twristiaid a phreswylwyr tai haf fel ei gilydd.

Roedd y briff yn awgrymu man agored a fyddai'n gwella'r defnydd a wneir ar yr ardal ar hyn o bryd, a'i wneud yn atyniad ychwanegol. Roedd awgrym hefyd o wneud datganiad a fyddai nid yn unig yn gwella'r ymateb corfforol i'r lle ond hefyd yn ysgogi hyder y boblogaeth leol; bod hon yn ardal â hanes hir ac yn haeddu'r ymdrech.

Roedd prosiect Queens yn gallu manteisio ar ymgynghoriadau blaenorol ac felly roedd y broses yn gallu cychwyn gyda Diwrnod Galw Heibio gyda'r Tîm Dylunio. Bu cymaint o ddiddordeb, prin oedd y defnydd ar lawer o'r technegau a'r offer a baratowyd (fel bwrdd du ar lun y safle, modelau braslun, nodiadau 'post-it' a thaflenni sylwadu) oherwydd diffyg amser a lle.

Sicrhawyd trawstoriad da iawn o farn – yn bennaf drwy siarad â phobl yn unig. Y prif bwyntiau a ddaeth i'r amlwg, oedd yr angen am

- amgylchedd diogel (goleuadau, seddi, mynediad i'r anabl),
  - gwelliant (gweledol, glendid, llystyfiant)
  - atyniad.
- Roedd y sesiwn, hefyd, wedi gallu edrych ar y materion goddrychol dyfnach o berthyn, cymuned, gwreiddiau a balchder, drwy arddangosfa o ddelweddau o Aberdaron a ddewiswyd am eu bod yn canolbwyntio ar faterion cymdeithasol, y gymuned a chymeriadau.

Roedd y dyluniad a ddatblygwyd yn canolbwyntio ar dri phrif elfen;

- rhwydwaith o lwybrau troed o led a nodweddion amrywiol yn croesi'r ardal mewn modd anffurfiol, gan fynd â cherddwyr ar draws y safle'n uniongyrchol neu'n anuniongyrchol; roedd y patrwm hwn yn adlewyrchu'r syniad o labrinth neu lwybr troellog bywyd, a oedd hefyd yn adlewyrchu disgylbaethau tirweddu mynachaidd (gydag Aberdaron yn cynrychioli'r gymuned fynachaidd ar Ynys Enlli gyfagos yn ystod y canoloesoedd)
- adeilad lled gylchog mewn carreg, i roi cysgod rhag y gwynt o bob cyfeiriad, gyda chilfachau yn fframio

# STEPS TO SUCCESS

## CAMAU AT LWYDDIANT



→ a roughly circular construction in stone, to provide shelter from the wind from all directions, with recesses framing particular views and a piece of creative craftwork relating to it;

→ a planting scheme that reflected the nature of the site - in terms of native maritime species - but also articulated the site and its influences. Suggestions included trees planted at an angle to exaggerate the influence of the wind. All planting was aimed at requiring little maintenance as the community council had no budget for it.

The project was well received in its final form and obtained planning permission fairly soon afterwards. However, the other matters relating to the development of the village have taken a higher priority, which, coupled with the lack of funding for maintenance and a reluctance to take on the lease of the land from the County Council have meant that only elements of the scheme have been adopted.

Whilst the scheme as proposed has not been implemented the community was engaged at a period where the momentum might otherwise have been lost.

### Secrets of Success

1. Never underestimate the potential for creative thought amongst the people who are consulted in a participative way. They may not propose solutions but they may well identify new strategies and bring to light other facets of the problem that might not have been apparent previously.
2. You can never have too much response engendered through participative techniques because you can't come back later and revive the process.
3. The whole lot can seem to count for nothing if some practical issue scuppers the project, as happened here, but it isn't a waste. People will have been asked for their views, and a consensus achieved.
4. Working with an artist is a very good experience as they have a different way of seeing that is subjective, meaningful, and promotes the process of participation. In this case, there was an added bonus as the artist was also qualified in landscape architecture as well.



golygfeydd penodol a darn o waith crefft creadigol yn perthyn iddo

→ cynllun plannu a oedd yn adlewyrchu natur y safle – o ran rhywogaethau morwrol cynhenid – ond hefyd yn rhoi llais i'r safle a'i ddylanwadau - e.e. coed wedi'u plannu ar ongl i amlygu dylanwad y gwynt; bwriedid mai ychydig iawn o gynnal a chadw y byddai eu hangen ar y planhigion (gan nad oedd cyllideb gan y cyngor cymunedol ar ei gyfer).

Cafodd y prosiect groeso mawr ar ei ffurf derfynol a chafodd ganiatâd cynllunio yn eithaf buan wedi hynny. Fodd bynnag, mae materion eraill yn gysylltiedig â datblygu'r pentref wedi cymryd blaenorriaeth uwch, ac mae hyn, ynghyd â diffyg arian ar gyfer cynnal a chadw ac amharodrwydd i ymgymryd â phrydles y tir oddi wrth y Cyngor Sir, wedi golygu mai rhai elfennau yn unig o'r cynllun sydd wedi cael eu mabwysiadu.

Er nad yw'r cynllun fel y'i cynigiwyd wedi cael ei roi ar waith, bu ymgysylltu â'r gymuned ar adeg pan gellid bod wedi colli'r momentwm fel arall.

### Cyfrinachau eu Lwyddiant

1. Peidiwch byth â thanamcangyfrif y potensial am feddwl creadigol ymysg y bobl yr ymgynghorir â hwy mewn modd cyfranogol; efallai nad ydynt yn cyflwyno atebion ond mae'n ddigon posibl y gallant nodi strategaethau newydd ac amlygu agweddau eraill ar y broblem nad oeddent o bosibl yn amlwg cyn hynny
2. Ni all technegau cyfranogol byth gynhyrchu gormod o ymateb i chi – gan nad oes modd i chi ddychwelyd yn ddiweddarach ac adfer y broses
3. Mae'n bosibl y gall y cwbl gyfrif am ddim byd os yw mater ymarferol yn difetha'r prosiect (fel y digwyddodd yma) ond nid yw'n wastraff – bydd pobl wedi cael eu holi am eu barn, a cheir cydsyniad.
4. Mae gweithio gydag arlunydd yn brofiad da iawn; mae ganddynt ffordd arall o weld, sy'n oddrychol, yn ystyrlon, ac sy'n hyrwyddo'r broses o gyfranogiad; gyda'r fantais ychwanegol yn yr achos hwn o fod yn bensaer tirwedd cymwys hefyd



### 5 Community House Peace Garden, Newport

Community Design Gwent (CDG)

A feasibility study including extensive community consultation with the local multi-ethnic community, produced the design. This was then followed by detailed designs, a tender package and supervision by Community Design's Landscape Architect on site. It was completed in June 2005.

#### Consultation

Many groups of all ages, races and cultures use Community House and it was important that they all be encouraged to take part in designing the Peace Garden.

Survey forms were circulated to all of the groups to explore what features needed to be incorporated. It was felt important that children had somewhere safe to play, older people wanted a pleasant shady place to sit. Some wanted a contemplative space whilst others wanted to be more sociable.

At a huge drop-in meeting, people were asked to look at some preliminary ideas and say which they preferred, and were also asked about different features and materials, and planting.

Designs were then developed to reflect the elements that had most support from most people. This was very difficult as the garden itself is not very big and it was important that it did not look like a jumble of ideas. In the end the different elements were linked by curved pathways and seating, using different materials.

The main works were carried out by a contractor but the community helped with planting and the Arts Youth Group developed some mosaics and wall features. The Committee also was heavily involved in choosing the materials and plants.



### 5 Gardd Heddwch Tŷ'r Gymuned, Casnewydd

Dylunio Cymuned Gwent (CDG)

Cynhyrwyd y dyluniad gan astudiaeth achos yn cynnwys ymgynghori cymunedol helaeth gyda'r gymuned amlethnig leol - caodd hyn ei ddilyn wedyn gan ddyluniadau manwl, pecyn tendr a goruchwyliaeth gan Bensaer Tirwedd Dylunio Cymunedol ar y safle. Fe'i cwblhawyd ym mis Mehefin 2005.

#### Ymgynghori

Mae llawer o grwpiau o bob oedran, hil a diwylliant yn defnyddio Tŷ'r Gymuned ac roedd yn bwysig eu bod oll yn cael eu hannog i gymryd rhan wrth ddylunio'r Ardd Heddwch.

Yn gyntaf, dosbarthwyd ffurflenno arolwg i'r holl grwpiau i weld pa nodweddion yr oedd angen eu hymgorffori. Ystyriwyd ei bod yn bwysig bod rhywle diogel i blant i chwarae, tra bod pobl hŷn am gael man braf a chysgodol i eistedd. Roedd rhai'n dymuno cael gofod i fyfyrto tra bod eraill am fod yn fwy cymdeithasol.

Mewn cyfarfod galw heibio enfawr, gofynnwyd i bobl fwrw golwg ar rai syniadau rhagarweiniol ac i ddweud pa rai oedd orau ganddynt, a gofynnwyd iddynt hefyd am nodweddion a deunyddiau gwahanol, ac am y plannu.

Yna, datblygwyd dyluniadau yn adlewyrchu'r elfennau a gafodd y mwyaf o gefnogaeth gan bobl – roedd hyn yn anodd iawn gan nad yw'r ardd ei hun yn fawr iawn ac roedd yn bwysig nad oedd yn edrych fel cybolfa o syniadau. Yn y diwedd cysylltwyd yr elfennau gwahanol gan lwybrau crwm a seddi, gan ddefnyddio gwahanol ddeunyddiau.

Cyflawnwyd y prif waith gan gontactwr ond helpodd y Gymuned i blannu a datblygodd y Grŵp Celf Ieuenciad frithwaith a nodweddion ar gyfer y waliau. Roedd y Pwyllgor hefyd wedi chwarae rhan amlwg wrth ddewis y deunyddiau a'r planhigion.



## Secrets of Success

- The structure of the consultation programme worked very well, but some of the later meetings were less productive due not everybody being able to attend every meeting. Some decisions were changed. In future it would be better to have a small working party for day to day decision making, with an agreed modus operandi with a pre-agreed programme of deadlines.
- Consultation can be very time consuming. If a community development worker is not attached to the project who is able to work with the group and do a lot of the interim 'leg work' and minute taking, then this needs to be costed into the project. You could easily double the design fee just for this element. In this case, CDG was able to provide this support through their services, grant aided by Newport City Council.
- The Group didn't want to compromise on materials and the overall design. In the end this paid off, because the budget was realistic which allowed for a quality end product.



## Cyfrinachau eu Llwyddiant

- Roedd strwythur y rhaglen ymgynghori wedi gweithio'n dda iawn, ond nid oedd rhai o'r cyfarfodydd yn dilyn hynny wedi bod mor gynhyrchiol ag y gallent fod, gan nad oedd modd i bawb fynychu pob cyfarfod. Newidiwyd rhai penderfyniadau. Yn y dyfodol, byddai'n well cael gweithgor bychan i wneud penderfyniadau o ddydd i ddydd, gyda dull o weithredu wedi'i gytuno a rhaglen o derfynau amser wedi'u cytuno ymlaen llaw.
- Gall ymgynghori gymryd llawer o amser - os nad os gweithiwr datblygu cymunedol yn gysylltiedig â'r prosiect sy'n gallu gweithio gyda'r grŵp a gwneud llawer o'r gwaith interim 'caib a rhaw' a chymryd cofnodion, yna mae angen cynnwys y gost hon yn y prosiect. Byddai'n hawdd iawn i chi ddyblu'r ffi ddylunio ar gyfer yr elfen hon yn unig. Yn yr achos hwn, roedd CDG yn gallu rhoi'r cyngor hwn drwy eu grant gwasanaethau, gyda chyngor Cyngor Dinas Casnewydd.
- Nid oedd y Grŵp eisiau cyfaddawdu ar ddeunyddiau na'r dyluniad. Yn y diwedd talodd hyn ei ffordd, gan fod y gyllid yn realistig a chaniataodd hyn gynnrych terfynol o ansawdd dda.

### Case studies – Community

19 organisations had indicated in their responses to the questionnaire, that they considered that their project would make a good case study. It was not possible to arrange interviews with all of them and some, on further investigation, proved to be inappropriate. However other projects were recommended as presenting interesting features worthy of inclusion in this study.

Of these, twelve projects were considered in more

#### Case studies include:

- Group
- Project
- Background to the Project
- The Design Challenge – what they were hoping to achieve by collaborating with a designer.
- The process
- Secrets of their Success - If they were doing the project again, or advising somebody else, what would they do next time?
- Barriers – were there any specific problems or barriers which they had had to overcome?

depth and nine have been used as case studies. They cover different types of project carried out in different parts of Wales. Some are very small and others are very ambitious social enterprise projects, however all of them are community based.

They include building projects, a community planning exercise, a graphics project and landscape / playground projects, to illustrate the wider possibilities of working with designers.

Project representatives were contacted initially by phone, and then either interviewed by phone or face to face. Some were Development Workers whilst others were staff or voluntary committee members of the client group.

The format for the interview was informal, but structured to ascertain how the project had progressed from the Client Group's point of view. Thus, any professionals involved are not named (except for one who was the winner of a national design competition), and the study does not attempt to give another side of the story.

### Astudiaethau Achos - Cymuned

Yn eu hatebion i'r holiadur dangosodd 19 mudiad eu bod yn ystyried eu prosiect yn astudiaeth achos dda. Nid oedd yn bosibl trefnu cyfweliad gyda nhw i gyd, a phrofodd rhai, ar ôl mwy o wybodaeth, i fod yn anaddas. Er hynny argymhellwyd prosiectau eraill gan eu bod yn dangos nodweddion diddorol haeddiannol i'w cynnwys yn yr astudiaeth hon.

O'r rhain ystyriwyd deuddeg prosiect mewn mwy o

#### Mae'r astudiaethau achos yn cynnwys:

- Grŵp
- Prosiect
- Cefndir y prosiect
- Yr her ddylunio – beth roedd ynt yn ceisio ei gyflawni drwy weithio gyda dylunydd
- Y broses
- Cyfrinachau eu Llwyddiant – pe tasent yn gwneud y prosiect eto, neu yn rhoi cyngor i eraill, beth fyddant yn ei wneud tro nesaf?
- Rhwystrau – a oedd rhwystrau neu broblemau arbennig iddynt eu goresgyn?

fanylder a defnyddiwyd naw fel astudiaethau achos. Maent yn cynnwys prosiectau gwahanol o wahanol rannau o Gymru. Mae rhai yn fychan iawn ac mae eraill yn brosiectau menter cymdeithasol uchelgeisiol iawn, er hynny maent i gyd wedi eu seilio ar y gymuned.

Maent yn cynnwys prosiectau adeiladu, ymarfer cynllunio cymunedol, prosiect graffeg a phrosiectau tirlun / maes chwarae, i ddangos y posibiliadau ehangach o weithio gyda dylunwyr.

Cysylltwyd â chynrychiolwyr y prosiectau yn gyntaf dros y ffôn, ac yna cawsant eu cyfweld dros y ffôn, neu wyneb yn wyneb. Gweithwyr datblygu oedd rhai ohonynt tra roedd eraill yn staff neu yn aelodau pwylgor gwirfoddol y cleient.

Roedd y cyfweliad yn anffurfiol, ond wedi ei strwythuro i ganfod sut y datblybodd y prosiect o safbwyt y cleient. Oherwydd hyn ni enwir y gweithwyr proffesiynol (ag eithrio un â enillodd gystadleuaeth dylunio cenedlaethol) ac nid yw'r astudiaeth yn ceisio rhoi ochr arall y stori.



### 6

<b>Group</b>	<b>Thornhill Tenants &amp; Residents Association</b>
<b>Project</b>	<b>Multi Use Games Area (MUGA)</b> <b>Thornhill Communities First, Torfaen</b>
<b>Contact</b>	<b>Housing Association Community Development Worker</b>

### 6

<b>Grŵp</b>	<b>Cymdeithas Tenantiaid a Thrigolion</b> <b>Thornhill</b>
<b>Prosiect</b>	<b>Ardal Chwarae Aml-ddefnydd,</b> <b>Cymunedau yn Gyntaf Thornhill,</b> <b>Torfaen</b>
<b>Cysylltwr</b>	<b>Gweithiwr Datblygu Cymuned</b> <b>Cymdeithas Tai</b>

## Background

Hafod Housing Association was intending to landscape a redundant car park because the area was an eyesore and the surface was deteriorating making it potentially unsafe. However, after discussing this with members of its Tenants Group, it became clear that local youngsters currently used the space for a variety of ball games. Should the space be lost, young people would be forced back into the car parking areas causing damage to cars and putting themselves in danger.

It was decided to consult further with local residents to find out what they thought about the idea of creating a kick-about area for local youngsters.

## Design Challenge

To design a ball court, whose use would not damage community cohesion and which could be built for a minimal budget.

## Process

Working together, the Tenants Group and their Development Officer approached CDG (Community Design Gwent) for help with developing a community survey. The Tenants & Residents Association (T&RA) then devised a questionnaire which they took to every house on the estate with the help of the Communities First team. In general, people were very supportive but the results showed that the main concern was about how to confine the ball as community members wanted to avoid the risk of the ball bouncing into their gardens or breaking windows. The plans were taken around the estate from door to door by the Group and as result of this, alterations were made to the designs. The Development Officer worked very closely with those Tenants who would be most affected until they had a plan that everybody was happy with.

The Local Authority Planning Department was very

## Y Cefndir

Roedd Cymdeithas Tai Hafod yn bwriadu tirlunio maes parcio diangen oherwydd roedd yr ardal yn ddolur i'r llygad ac roedd wyneb y ffordd yn dirywio, yn ei wneud o bosibl yn annogel. Foddbynnaq ar ôl trafod gydag aelodau o'r grŵp tenantiaid, daeth yn amlwg bod pobl ifanc lleol yn defnyddio'r ardal ar gyfer amrywiaeth o gêmau pêl. Tasai'r lle yn cael ei golli byddai'r pobl ifanc yn cael eu gorfodi yn ôl i'r meysydd parcio ac yn achosi difrod i geir a'u rhoi eu hunain mewn perygl.

Penderfynwyd ymgynghori ymhellach gyda thrigolion lleol i ddarganfod beth oedd eu teimladau am ddatblygu ardal chwarae i'r bobl ifanc lleol.

## Yr Her Ddylunio

Dylunio cwrt chwarae pêl, y defnydd o'r hwn na fyddai'n tarfu ar gydluniad cymunedol ac a allai gael ei adeiladu am gyllid isel.

## Y Broses

Gofynnodd y Grŵp Tenantiaid a'u Swyddog Datblygu yn gweithio gyda'i gilydd i CDG (Community Design Gwent) am help i ddatblygu arolwg gymunedol. Lluniodd y Gymdeithas Tenantiaid a Thrigolion holiadur ac aethpwyd â hwn i bob ty ar y stâd gyda chymorth y tîm Cymunedau yn Gyntaf. Yn gyffredinol roedd pobl yn gefnogol ond dangosodd y canlyniadau taw'r prif ofid oedd sut i sicrhau na fyddai'r bêl yn dod i mewn i erddi aelodau'r gymuned nac yn torri ffenestri. Aethpwyd â'r cynlluniau o gwmpas y stâd o ddrws i ddrws gan y grŵp, ac mewn canlyniad gwanaethpwyd newidiadau i'r cynllun. Gweithiodd y Swyddog Datblygu yn agos iawn gyda'r tenantiaid hynny a fyddai'n cael eu heffeithio fwyaf gan y cynllun, tan iddynt lunio cynllun i blesio pawb.

Roedd Adran Gynllunio yr Awdurdod Lleol yn wasanaethgar iawn a datblygodd Gwasanathau



helpful, and the Council's Technical Services who had experience of developing kick-about spaces, drew up a scheme and costed it out (ultimately their fee was waived as costs rose).

The Housing Association signed the contract on the Group's behalf and the Council's technical services administered it on site.

### Barriers

Although funding had been identified the actual cost to undertake the work was higher than expected. Fortunately a further funding source could be found to make up the shortfall.

### Secrets of Success

- Support from all sections of the community is paramount.
- Groups should be aware that costs can go up and that the tender price is not necessarily the same as the original estimates.
- Check out if the local Housing Association has a community development team because they possibly can help with small scale costs or consultancy work or hands-on help with funding applications.
- Partnership working is very helpful – HA/LA/ CF/Community/Funders all pulling in the same direction.
- This project took 18 months from beginning to on site. Be prepared for lengthy time scales
- It is a slow process and people can become disheartened so keep everyone informed of what's happening. For example, through newsletter updates

Technegol y Cyngor, a oedd â phrofiad o ddatblygu lleoedd chwarae, gynllun a'i brisio (yn y diwedd ildiwyd eu hawl i ffi fel cododd y costau.)

Arwyddodd y Gymdeithas Tai y cytundeb ar ran y grŵp ac fe'i weinyddwyd gan wasanaethau technegol y Cyngor ar safle.

### Rhwystrau

Er bod cyllid wedi ei ddarganfod roedd cost y gwaith ei hun yn uwch na'r disgwyl. Yn ffodus darganfuwyd ffynhonell gyllid arall i lenwi'r bwlch

### Cyfrinachau eu Lwyddiant

- Mae cefnogaeth pob rhan o'r gymuned yn hollbwysig.
- Dylai grwpiau fod yn ymwybodol y gall costau godi ac nad yw'r pris tendro o reidrwydd yr un â'r amcangyfrifon gwreiddiol.
- Sicrhewch a oes gan y Gymdeithas Tai dîm datblygu cymuned achos byddant o bosibl yn gallu helpu gyda chostau bach a gwaith ymgynghorol neu roi gymorth gyda cheisiadau am gyllid.
- Mae gweithio mewn partneriaeth yn help fawr – Y Gymdeithas Tai, Awdurdod Lleol, Cymunedau yn Gyntaf, y gymuned, y cyllidwyr i gyd yn cydweithio tua'r un nod.
- Cymerodd y prosiect 18 mis o'r dechrau i ar safle. Byddwch yn barod i'r prosiect gymryd llawer o amser.
- Mae'r broses yn araf a gall bobl ddigaloni felly cadwch pawb yn ymwybodol o'r hyn sy'n digwydd. Er enghraift drwy cylchlythyron.





### 7

**Group** Fir Tree Drive Tenants & Residents Association  
**Project** Feasibility for Community Resource, Quakers Yard, Treharris  
**Contact:** Housing Association community development officer

## Background

Hafod Housing Association gave a 5 year lease on a redundant car park in Fir Tree Drive for the siting of a 'portacabin'. This was the only way that this Community could have its own community resource quickly and relatively cheaply. The community originally had nowhere to meet and services were difficult to access. The community resource has provided a vital base and enabled a range of issues on the estate to be resolved. In fact it has proved to be so successful, that the Tenants Group is now working on the development of a permanent building. This is being driven by a very keen individual who has become the project 'champion'.

## Design challenge

To design a small eco-friendly community resource that will allow this Community to continue to develop and will be easy to manage.

## Process

Hafod HA Community Development Officers helped the group to look around for help. In the end they contacted Pro Help who identified Architects B3 Burgess and QS willing to work with them.

The Tenants Group then visited other similar projects to confirm the most appropriate building for them and they joined Community Matters to help with the management and legal aspects of setting up the building. Another Consultant worked with the group to research gaps in local provision and identify community needs. This report will be invaluable when the group applies for funding.

### 7

**Grŵp** Cymdeithas Tenantiaid a Thrigolion Fir Tree Drive  
**Prosiect** Dichonolrwydd i Adnoddau Cymunedol, Quakers Yard, Treharris  
**Cysylltwr** Gweithiwr Datblygu Cymuned Cymdeithas Tai

## Y cefndir

Rhoddodd Cymdeithas Tai Hafod brydles 5 mlynedd ar faes parcio diangen yn Fir Tree Drive fel safle i roi "portacabin". Dyma'r unig ffordd y gallai'r Gymuned hon gael ei hadnodd gymunedol ei hun yn gyflym ac yn gymharol rhad. Yn wreiddiol nid oedd gan y gymuned le i gyfarfod ac roedd yn anodd iddynt dderbyn gwasanaethau. Mae'r adnodd cymunedol wedi darparu safle hollbwysig ac wedi caniatau datrys ystod o faterion ar y stâd. Yn wir mae wedi ei brofi ei hun mor llwyddiannus fel bod y Grŵp Tenantiaid nawr yn gweithio ar ddatblygu adeilad parhaol. Mae hyn yn cael ei ysgogi gan unigolyn brwd iawn sydd wedi datblygu fel cefnogwr i'r prosiect.

## Yr her ddylunio

Dylunio adnodd cymunedol bychan a fydd yn caniatau parhad datblygiad y gymuned hon ac a fydd yn hawdd i'w weinyddu.



## Y broses

Cynorthwyodd Gweithwyr Datblygu Cymuned Cymdeithas Tai Hafod y grŵp i chwilio am help. Yn y diwedd daethant i gysylltiad â Pro Help a'u helpodd i ffeindio penseiri B3 Burgess a Syrféwr Meintiau a oedd yn barod i weithio gyda nhw.

Yna ymwelodd y grŵp â phrosiectau cyffelyb i gadarnhau yr adeilad mwyaf addas iddynt ac ymunwyd â Materion Cymunedol i helpu gydag agweddau gweinyddol a chyfreithiol datblygu'r adeilad. Gweithiodd ymgynghorydd arall gyda'r grŵp i ymchwilio i fylchau yn y darpariad lleol ac i adnabod anghenion y gymuned. Bydd yr adroddiad hwn yn werthfawr iawn pan fydd y grŵp yn gwneud cais cylldio.



The Architects built up a good relationship with the Group and they are working well together. Preliminary ideas were discussed by everybody, which led to changes in the design, which the Architects were happy to incorporate. These revised designs were sent out for further consultation.

### Barriers

The legal side is proving hardest to sort out as there are a range of issues around leases and vat where more in-depth work is needed.

### Secrets of Success

- Projects like this need a champion – a serious mover and shaker to get things moving and keep them going
- Ideally you need an Architect with an understanding of how groups and communities work
- Independent advice is needed on constitutional and legal matters, as well as VAT responsibilities, risk assessments and accounting liabilities
- Training is needed for key players in the Building Development and Procurement Process, i.e. on the sequence of events, fees and costs.

Sefydlodd y Penseiri berthynas da gyda'r grŵp ac maent yn cydweithio yn dda. Trafodwyd y syniadau cychwynnol gyda phawb ac arweiniodd hyn at newidiadau yn y dyluniad, ac roedd y penseiri yn hapus i gynnwys rhain. Anfonwyd y dyluniadau diwygiedig allan am ymgynghoriad pellach.

### Rhwystrau

Yr ochr gyfreithiol yw'r ochr anoddaf i'w datrus gan fod nifer o faterion yn ymwneud â phrydlesoedd a TAW ble mae angen mwy o waith manwl.

### Cyfrinachau eu Llwyddiant

- Mae angen cefnogwr ar brosiectau fel hwn – unigolyn egniôl, brwdfrydig, i gefnogi'r prosiect
- Yn ddelfrydol mae angen Pensaer arnoch sydd yn meddu ar ddealltwriaeth o sut mae grwpiau a chymunedau yn gweithio.
- Mae angen cyngor annibynnol ar faterion cyfreithiol a chyfansoddiadol, yn ogystal â chyfrifoldebau TAW, asesiadau risgiau, dyledion cyfrifyddu.
- Mae angen hyfforddiant ar y prif bartneriaid yn y broses Datblygu Adeilad a Chaffael hy ar drefn y digwyddiadau, ffioedd a chostau.



### 8

**Group** Brynaman Community Centre Committee  
**Project** Creation of new Community Centre  
**Contact** Committee Member

### 8

**Grŵp** Pwyllgor Canolfan Gymunedol Brynaman  
**Prosiect** Creu Canolfan Gymunedol newydd  
**Cysylltwr** Aelod o'r Pwyllgor

## Background

The need for a community centre in Brynaman was identified through a survey of the Upper Amman Valley in 1999. These findings were endorsed at a public meeting held by Amman Valley Enterprise (AVE). About this time, the old primary school closed in the village, and there was very strong feeling that the building should remain within the community. A Committee was formed and it was decided that a community centre should be created there.



## Design Challenge

To create a 21st century community centre from a Victorian school building.

## Process

The Group moved forward with the support of AVE and the County Council who agreed to sell the property. The school was sited on one of the main roads into the Brecon Beacons and so the Brecon Beacons National Park became involved also, giving financial support to purchase the school building together with the old school yard on the other side of the road which was to be used as a car park.

Plans and costs were drawn up, while the Committee looked at issues of sustainability. The doctor's surgery was relocating and following a second public meeting it was agreed that the medical practice should be approached with a view to moving in to the new centre. This created a dilemma for the Committee and the designer, for example, having to juggle the needs of sick people and needs of lively youngsters. This was resolved through a redesign, and with the support of the County Council the Council Library was also relocated there. All of this would bring in a guaranteed rental and would make the running of the proposed Centre viable.

## Y cefndir

Nodwyd yr angen am ganolfan gymunedol ym Mrynaman drwy arolwg o Gwm Aman Uchaf ym 1999. Ategwyd hyn mewn cyfarfod cyhoeddus a gynhalwyd gan Aman Valley Enterprise (AVE). Tua'r adeg hwn caewyd hen ysgol gynradd y pentref ac roedd teimladau cryf iawn y dylai'r adeilad barhau o fewn y gymuned. Ffurfiwyd pwyllgor a phenderfynwyd y dylid creu canolfan gymunedol yno.

## Yr Her Ddylunio

Creu canolfan gymunedol addas i'r unfed ganrif ar hugain allan o hen adeilad ysgol Oes Fictoria.

## Y Broses

Symudodd y grŵp yn ei flaen gyda chefnogaeth AVE a'r Cyngor Sir a gytunodd i werthu'r adeilad. Roedd yr ysgol wedi ei adeiladu ar un o'r prif ffyrdd i Fannau Brycheiniog ac felly daeth Parc Cenedlaethol Bannau Brycheiniog ynghlwm â'r prosiect hefyd, a rhoddasant gymorth ariannol i brynu'r adeilad ynghyd â'r hen iard chwarae ar ochr arall y ffordd a oedd i'w ddefnyddio fel maes parcio.

Lluniwyd cynlluniau a chostau tra edrychodd y Pwyllgor ar faterion cynaliadwyaeth. Roedd y feddygfa yn cael ei symud ac, yn dilyn ail gyfarfod cyhoeddus, cytunwyd i ofyn i'r feddygfa os oedd ynt eisai symud i'r ganolfan newydd. Creodd hyn ddilema i'r Pwyllgor ac i'r dylunydd, er enghraift, ceisio bodloni anghenion pobl sal ac anghenion pobl ifanc bywiog. Atebwyd hyn drwy ail ddylunio, a gyda chefnogaeth y Cyngor Sir symudwyd Llyfrgell y Sir yno hefyd. Byddai hyn i gyd yn cynhyrchu rent gwaranteedig ac bydd yn caniatau rhedeg y ganolfan arfaethedig.

Teimlai'r pwyllgor yn gryf y dylid cadw nodweddion gwreiddiol yr adeilad megis lloriau pren, a rheiddiaduron gwreiddiol ac y dylai'r adeilad fod



The Committee felt strongly that original features in the school should be retained, such as timber floors and original radiators and that the building should be as energy efficient as possible, but by the time the Contractor started work a lot of changes were made.

Subsequently, the Centre opened and eventually grants were obtained to employ a Centre Manager and staff for the café. The Committee is very pleased with the end result. It looks very good and some of the 'green' features are very good.

The Centre is now thriving and looking to extend its premises with a view to becoming fully self-sustaining. A Special Meeting of the Committee was held just to consider new proposals for its extension so that everybody is involved this time.

## Barriers

Although a tender process had been conducted, when the Architect was commissioned, the Committee considered itself to have been very 'green' and weren't as involved in the process as they could have been.

Later on, certain areas were re-planned to keep within budget, but the Group was not involved in site meetings or in key decision making, and although they may have made the same decisions, the option was not provided. They would have preferred to have been more involved.

## Secrets of Success

- Ensure that you are 'hands on' with the planning and that decisions are not made without you. This is especially important where costs are involved, because you are responsible for finding the money to cover any extra work. Brynaman was lucky and a funder was found to put up the necessary extra cash.
- With an old building, you have to accept the constraints it imposes. You can't always do exactly what you'd like.
- Make sure that at least one person has constant contact with the plans and project development.
- Communication is the key thing.

yn effeithiol yn ei ddefnydd o ynni, ond erbyn i'r contractwr ddechrau ar y gwaith roedd llawer o newidiadau wedi eu gwneud.

Yn ddiweddarach agorodd y Ganolfan ac mewn amser cafwyd grantiau i gyflogi Rheolwr y Ganolfan a staff i weithio yn y caffi. Mae'r pwylgor yn hapus iawn gyda'r canlyniad terfynol. Mae'r wedd yn dda iawn ac mae rhai o'r nodweddion "gwyrd" yn dda iawn.

**"Mae gan rhai pentrefi bobl gyda doniau proffesiynol, ond nid Brynaman – gallai hyn fod wedi hyrwyddo'r broses"**

Aelod o'r Pwylgor

Mae'r ganolfan nawr yn ffynnu ac yn edrych i estyn y safle gyda'r bwriad o fod yn gwbl hunan-gynhaliol. Cynhaliwyd Cyfarfod Arbennig o'r Pwylgor i drafod awgrymiadau am yr estyniad fel bod pawb ynghlwm â'r prosiect y tro hwn.

## Rhwysterau

Er fod y broses tendro wedi ei chynnal pan gomisiynwyd y Pensaer teimlai'r Pwylgor ei fod wedi bod yn "wyrdd" iawn a gallant fod wedi chwarae rhan mwy blaenllaw yn y broses.

Ymhellach ymlaen, ailgynnuniwyd rhai agweddau er mwyn cadw o fewn y cyllid, ond nid oedd y grŵp ynghlwm â chyfarfodydd ar safle nac mewn gwneud penderfyniadau allweddol, ac er taw yr un penderfyniadau y gallant fod wedi eu gwneud ni chawsant yr opsiwn. Buasai'n well ganddynt fod wedi cael mwy o ran yn y broses.

## Cyfrinachau eu Llwyddiant

- Sicrhewch eich bod yn cymryd rhan yn y cynllunio ac nad oes penderfyniadau yn cael eu gwneud hebddoch chi. Mae hyn yn arbennig o bwysig ble mae costau yn y cwestiwn achos taw chi sydd yn gyfrifol am ffeindio'r arian ychwanegol at waith ychwanegol. Roedd Brynaman yn lwcus a daethpwyd o hyd i gyllidwr i roi'r arian angenrheidiol ychwanegol.
- Gyda hen adeilad rhaid derbyn ei ddifygion. Nid yw'n bosibl bob amser gwneud yr hyn y mynnwch.
- Sicrhewch bod gan oleiaf un person gysylltiad cyson gyda'r cynlluniau a datblygiad y prosiect.
- Mae cyfathrebu yn allweddol.



### 9

<b>Group</b>	<b>Markham Community House Trustees</b>
<b>Project</b>	<b>Markham Community House and Sports Centre</b>
<b>Contact</b>	<b>Communities First Coordinator and Centre Manager</b>

## Background

Markham village had a 'white elephant' in the form of a large Sports Hall (with associated facilities) which a leisure audit revealed to be under used. The Trustees of a local centre, Community House, were approached as their activities had outgrown their current premises, and they agreed to lease it from the Local Authority, who also agreed to help with the running costs.

The Committee worked closely with GAVO (Gwent Association of Voluntary Organisations), Charter Housing Association, Communities First and the Local Authority.

## Design challenge

To alter a huge sports hall in order to create a community asset, which could accommodate a lot of different activities.

## Process

The committee conducted a Visioning Day, and although the community input was not as much as originally hoped, they felt able to progress the project. The huge sports hall didn't lend itself to a lot of different activities and the needs that had emerged from a community consultation, suggested that smaller units were required, which would provide accommodation for small organisations, training and catering and so on.

Caerphilly County Borough Council's Client Liaison Officer in technical services arranged for the initial plans to be drawn up, through the Council's Technical Assistance Fund. The first scheme proved to be very expensive and the plans had to be revised – but always reflecting what had come out of the community audit. Once agreed, the Council's technical services worked up the project and managed its implementation on site once the funding was in place.

### 9

<b>Grŵp</b>	<b>Ymddiriedolwyr Tŷ Cymunedol</b>
<b>Prosiect</b>	<b>Tŷ a Chanolfan Chwaraeon</b>
<b>Cysylltwr</b>	<b>Cymunedol Markham</b> <b>Cydlynnydd Cymunedau yn Gyntaf a Rheolwr y Ganolfan</b>

## Y Cefndir

Roedd gan pentref Markham adeilad – canolfan chwaraeon (gydag adnoddau cysylltiedig) nad oedd yn cael ei ddefnyddio llawer. Gofynnwyd i ymddiriedolwyr canolfan leol, Tŷ Cymunedol gan bod eu gweithgareddau wedi tyfu allan o'u safle a cytunasant i'w brydlesu gan yr Awdurdod Lleol a gytnodd i helpu gyda'r costau cynnal.

Gweithiodd y Pwyllgor yn agos gyda GAVO, Mudiad Tai Charter, Cymunedau yn Gyntaf a'r Awdurdod Lleol.

## Yr Her Ddylunio

Newid neuadd chwaraeon anferth er mwyn creu adnodd cymunedol, a allai gael ei ddefnyddio i gynnal amrywiaeth o weithgareddau.

## Y Broses

Cynhaliodd y pwyllgor Ddiwrnod Cymunedol ac er nad oedd gymaint o fewnbwn gan y gymuned a fyddai'r pwyllgor wedi gobeithio amdanu, teimlent yn abl i fynd ymlaen gyda'r prosiect. Nid oedd y neuadd chwaraeon enfawr yn caniatau llawer o wahanol weithgareddau ac awgrymai'r anghenion a ddaeth i'r amlwg ar ôl ymgynghoriad cymunedol taw unedau llai oedd eu hangen, a fyddai'n darparu lle i fudiadau bychain, hyfforddi, arlwo ac yn y blaen.

Trefnodd Swyddog Cyswllt Cleient mewn gwasanaethau technegol Cyngor Bwrdeisder Sirol Caerffili i'r cynlluniau dechreuol gael eu llunio drwy Gronfa Cymorth Technegol y Cyngor. Profodd y cynllun cyntaf yn ddrud iawn a rhaid oedd adolygu'r cynlluniau – ond roddynt yn dal i adlewyrchu yr hyn a ddaeth allan o awdit y gymuned. Pan cawsant eu cytuno gweithiodd gwasanaethau technegol y Cyngor ar y prosiect a gweinyddu'r gweithrediad ar safle unwaith roedd y cylldio yn ei le.



The final scheme has now been built and includes a catering kitchen where they can do training, a meeting / computer room and offices at first floor level accessed by a new lift.

The Centre has employed a Manager and Chef and has already secured local contracts. IT equipment has been installed by a partner organisation, which is now being marketed more widely, and the Committee is considering putting in a Gym. Two local agencies are renting the offices. At present, the project is not sustainable and is reliant on grant aid for the Manager's post.

### Secrets of Success

→ Bring your designers in as soon as possible to advise on the best way forward particularly with regard to costs – they wouldn't have had to back track so much if they had.

Mae'r cynllun terfynol nawr wedi ei adeiladu ac mae'n cynnwys cegin arlwoy ble gellir cynnal hyfforddiant, ystafell gyfarfod / cyfrifiaduron a swyddfeydd ar y llawr cyntaf gyda lifft newydd.

Mae'r ganolfan wedi cyflogi Rheolwr a Chogydd ac mae wedi sicrhau cytundebau lleol yn barod. Mae offer GT wedi ei roi gan fudiad partnerol ac mae'n cael ei farchnata yn fwy eang, ac mae'r pwylgor yn ystyried rhoi campfa yn yr adeilad. Mae dwy asiantaeth leol yn rhentu'r swyddfeydd. Ar hyn o bryd nid yw'r prosiect yn gynaliadwy ac mae'n ddibynnol ar gymorth grant am swydd y Rheolwr.

### Cyfrinachau eu Llwyddiant

→ Ymgynghorwch â'ch dylunwyr cyn gynted â phosibl ynglyn â'r ffordd orau ymlaen yn arbennig o ran y gost – ni fuasant wedi gorfol mynd dros yr un tir cyn amled tasen nhw wedi gwneud hyn.



### 10

**Group** Barry YMCA  
**Project** The Hub, Barry  
**Contact** Centre Manager (Project Manager)

### Background

The YMCA in Barry owned a building which was 20 years old, not very attractive and which had already needed a new roof. They desperately needed more space for their activities, and as they had land adjacent to their building the logical option was to extend.

The Manager, who ended up taking on the role of Project Manager & Champion of the project, conducted research before recommending the way forward to her Committee, and she worked with Community Enterprise Wales to get evidence of need and to develop the business plan. At this point they felt it necessary to engage an Architect.

### Design Challenge

The design challenge was how to include two different communities on two different streets split by the actual site. The site also was sloping which meant that the building had to be split level.

### The Process

A technical advisor suggested a local architectural organisation with a track record in community design, and they were engaged to carry out a feasibility study. This resulted in a sketch designs and costings.

At the end of the feasibility process, the Project Manager approached several architectural practices and asked them to bid for developing the project and delivering it on site. She then interviewed two local companies before going with the one that had the right approach and who agreed to do more support work 'at risk' such as obtaining planning permission.

### 10

**Grŵp** YMCA Y Barri  
**Prosiect** The Hub, Y Barri  
**Cysylltwr** Rheolwr y Ganolfan (Rheolwr Prosiect)

### Y Cefndir

Roedd YMCA yn Y Barri yn berchen ar adeilad a oedd yn ugain mlwydd oed, ddim yn ddeniadol iawn ac a oedd yn barod wedi angen to newydd. Roedd ynganen mwy o le i'w gweithgareddau yn enbyd a chan bod ganddynt dir wrth eu hadeilad eu hopsiwn mwyaf amlwg oedd i estynu.

Gwnaeth y Rheolwr, a oedd erbyn y diwedd yn Reolwr Prosiect a phrif ysgogydd y prosiect, waith ymchwil cyn argymhell y ffordd ymlaen i'w phwyllgor a gweithiodd gyda Menter Gymunedol Cymru i gael dystiolaeth o'r angen ac i ddatblygu cynllun busnes. Dyma pryd gwelsant yr angen i gomisiynu pensaer.



### Yr Her Ddylunio

Sut i gynnwys dwy gymuned wahanol ar ddwy stryd wahanol wedi eu gwahanu gan y safle ei hun oedd yr her ddylunio. Roedd y safle hefyd ar allt felly roedd rhaid i'r adeilad fod ar ddau lawr.

### Y Broses

Awgrymodd ymgynghorydd technegol fudiad pensaernïol lleol gyda record mewn dylunio cymunedol a cawsant eu comisiynu i wneud astudiaeth ddichonoldeb. Canlyniad hyn oedd dyluniadau bras a phrisiadau.

Ar ddiwedd y broses dichonoldeb gofynnodd y Rheolwr Prosiect i nifer o gwmniau pensaernïol roi bid i ddatblygu'r prosiect a'i osod ar safle. Yna cyfarfu â dau gwmni lleol cyn mynd ymlaen gyda'r un a oedd yn meddu ar yr agwedd iawn ac a gytunodd i wneud mwy o waith cynorthwyol ar fenter fel ceisio am ganiataid cynllunio.



The final design was agreed and the project went on site. In the end they decided to opt for a main entrance which was effectively on the 'side' of the building.

Initially there were site meetings every month, which increased to once every two weeks as the project progressed. These included the Design Team, the Contractor, the Project Manager and Chair of the Committee.

On balance the YMCA feels that the building is very successful. Visually they achieved the best 'aesthetics' they could on the site they had, having gone for a very contemporary look. They have also been nominated for a building excellence award by Building Control. If there had been more time, they would have included more energy saving elements.

The local Community also seems to approve as now 4500 people per week are using the building, with seven different charities located there and a successful restaurant.



## Barriers

It was difficult to find architectural practices with the right skills and experience and the capacity to hit the client's deadlines. It was also a concern to find continuity within design teams as sometimes staff are moved about from project to project.

## Secrets of Success

- You need one person to drive the project forward. If the size of project warrants it, find enough money to pay for a 'project manager'. In this instance the Barry YMCA were able to get a grant to do this.
- Interview at least three architectural practices and see what they can do.
- Ensure that you have control over the design process and that the Architect isn't able run away with ideas!
- Consider energy saving elements at the outset.
- Build a good relationship with the Contractor

Cytunwyd ar y dyluniad terfynol ac aeth y prosiect ar safle. Yn y diwedd penderfynwyd dewis prif fynediad a oedd mewn gwironedd ar "ochr" yr adeilad.

Ar y dechrau roedd cyfarfodydd safle bob mis, a chynyddodd hyn i unwaith bob pythefnos fel aeth y prosiect yn ei flaen. Roedd y cyfarfodydd yn cynnwys y Tîm Dylunio, y Contractwr, y Rheolwr Prosiect a Chadeirydd y Pwyllgor.

Ar y cyfan mae'r YMCA yn teimlo fod yr adeilad yn llwyddiannus iawn. Yn weledol maent wedi cyflawni yr esthetig orau posibl ar y safle roedd ganddynt, ar ôl dewis gwedd gyfoes iawn. Maent hefyd wedi eu henwi am Wobr Adeilad Rhagorol gan Rheoli Adeiladu. Tasai mwy o amser ganddynt buasent wedi cynnwys mwy o elfennau arbed ynni.

Mae'r gymuned leol i'w gweld yn cydysnio gan fod 4500 o bobl yr wythnos yn defnyddio'r adeilad erbyn hyn, gyda saith elusen wahanol wedi eu lleoli yno a bwyty llwyddiannus.

## Rhwysterau

Roedd yn anodd dod o hyd i gwmniâu pensaernïol gyda'r union doniau a phrofiad a'r gallu i weithredu i ddynodiadau cau y cleient. Roedd hefyd yn ofid i ddarganfod dilyniant o fewn timau dylunio gan bod y staff yn cael eu symud o brosiect i brosiect.

## Cyfrinachau eu Llwyddiant

- Mae angen un person i fynd â'r prosiect yn ei flaen. Os yw maint y prosiect yn caniatau dewch o hyd i ddigon o arian i dalu am reolwr prosiect. Yn yr achos hwn llwyddodd YMCA Y Barri i gael grant am hyn.
- Cyfwelwch ag oleiaf tri chwmni pensaernïol i weld beth allent ei wneud.
- Sicrhewch fod gennych reolaeth dros y broses dylunio a pheidiwch â rhoi penrhyyddid i'r pensaer!
- Ystyriwch elfennau arbed ynni o'r dechrau.
- Datblygwch berthynas da gyda'r contractwr.



### 11

<b>Group</b>	<b>Maesgeirchen Communities First, Bangor</b>
<b>Project</b>	<b>Environmental Strategy for the Estate</b>
<b>Contact</b>	<b>Communities First Co-ordinator</b>

The Maesgeirchen Communities First Partnership wanted to look at the physical environment of the estate and to develop a long term strategy for improving it and people's lives.

### Consultant's challenge

To develop an environmental strategy for the Estate with the local community, which was based on the views, perceptions and needs of the people living there.

### Process

The Partnership Board decided to tender the work, and duly appointed a Consultant who had done similar work, which had been well received in a neighbouring ward.

The project had been designed to include three public meetings which had limited attendance, plus informal discussions with local tenants and residents. Due to the size and complexity of the Draft Report, the Board had to set up a sub group to consider its findings and make comments. The sub group comprised of partnership members, residents and a police representative. They met twice a week and made countless site visits over the succeeding months. The resulting Report, which included numerous amendments to the original proposals, was eventually adopted.

The final document has provided a framework for all kinds of regeneration activity including crime prevention measures, health and safety, lighting, planting and so on. It sets out timelines and courses of action and the Board is able to flesh it out as it goes. It fulfils the environmental remit of the Communities First action plan and covers all built and natural environmental issues.

The document is used in formal situations with Local Authority progress reviews, but isn't revisited formally by the Board. However it is constantly used as a reference document as different issues emerge.

### 11

<b>Grŵp</b>	<b>Cymunedau yn Gyntaf Maesgeirchen, Bangor</b>
<b>Prosiect</b>	<b>Strategaeth Amgylcheddol i'r Stâd</b>
<b>Cysylltwr</b>	<b>Cydlynydd Cymunedau yn Gyntaf</b>

Roedd Partneriaeth Cymunedau yn Gyntaf Maesgeirchen eisiau edrych ar amgylchedd y stâd a datblygu strategaeth hir dymor i'w wella ac i wella bywydau pobl.

### Yr Her Ddylunio

Datblygu strategaeth amgylcheddol i'r Stâd gyda'r gymuned leol, wedi ei seilio ar farn, dirnadaeth ac anghenion y bobl sy'n byw yno.

### Y Broses

Penderfynodd y Bwrdd Partneriaid osod y gwaith ar dendr ac felly penodwyd Ymgynghorydd a oedd wedi cyflawni gwaith cyffelyb a dderbyniwyd yn bositif mewn ward gyfagos.

Cynlluniwyd y prosiect i gynnwys tri chyfarfod cyhoeddus, gyda chynulleidfa fechan, hefyd trafodaethau anffurfiol gyda thenantiaid a thriglion lleol. Oherwydd maint a chymlethdod yr Adroddiad Drafft roedd rhaid i'r Bwrdd sefydlu is-grŵp i ystyried y canfyddiadau a rhoi sylwadau. Roedd yr is-grŵp yn cynnwys aelodau'r bartneriaeth, triglion a chynrychiolydd yr heddlu. Cyfarfuant ddwywaith bob wythnos a gwnaethant ymwelliadau safle di-ri yn ystod y misoedd canlynol. Yn y pendraw mabwysiadwyd yr adroddiad dilynol, a oedd yn cynnwys amryw o newidiadau i'r awgrymiadau gwreiddiol.

Mae'r ddogfen orfenedig wedi darparu fframwaith i bob math o weithgaredd adfywio yn cynnwys mesurau atal trosedd, iechyd a diogelwch, goleuo, plannu ac yn y blaen. Mae'n gosod amserlen a chynlluniau gweithredu a gall y Bwrdd ychwanegu ato fel mae'n mynd yn ei flaen. Mae'n bodloni cyfrifoldebau amgylcheddol cynllun gweithredu Cymunedau yn Gyntaf ac mae'n cynnwys materion adeiladol ac amgylchedd naturiol.

Defnyddir y ddogfen mewn sefyllfaedd ffurfiol gydag adolygiadau datblygiad yr Awdurdod Lleol ond nid yw'r Bwrdd yn ail edrych arno yn ffurfiol. Er hynny fe'i defnyddir yn gyson fel ddogfen gyfeirio pan ddaw amryw faterion i'r amlwg.

### Secrets of Success

- Before you embark on a project like this, make sure you have an effective and representative sounding board from the local community. Take time to do this and make sure that it is involved in developing the strategy and action points.
- Not all consultancy exercises are good value but this one was, as the process itself generated local interest; in effect, it deals with the infrastructure of people's lives.
- When going out to tender for consultants, use the Communities First network to get feedback from around Wales.

### Cyfrinachau eu Llwyddiant

- Cyn cychwyn ar brosiect fel hwn sicrhewch fod gennych lais effeithiol a chynrychioladol yn y gymuned leol. Treuliwch amser yn gwneud hyn a sicrhewch ei fod yn cael ei gynnwys pan yn datblygu'r strategaeth a'r pwyntiau gweithredu.
- Nid yw pob ymarfer ymgynghorol yn werthfawr ond roedd hwn, gan fod y broses ei hun wedi ennyn diddordeb lleol; mae'n delio â rhwydweithiau bywydau pobl.
- Pan yn tendro am ymgynghorwyr defnyddiwch rhwydwaith Cymunedau yn Gyntaf i gael atborth o wahanol rannau o Gymru.



## 12

<b>Group</b>	Dowlais Community Development Forum
<b>Project</b>	Ivor Tip reclamation
<b>Contact</b>	Communities First Development Officer

### Background

The Ivor Tip Was originally formed from dumped iron waste from the Guest Keen works over a number of years. The area is now used by locals for recreational purposes, but they were only able to walk around the edges which were formed by man made paths. At one point, a football pitch had been proposed, but local residents objected strongly and the Development Forum came in to help move the project forward. The Project started in October 2006 after a successful £200,000 funding application and should be completed by summer 2007.

### Design Challenge

The Community wanted to be able to put in pathways and disabled access so that they could use the whole area effectively. However, a range of issues had to be taken into account because part of the site had to be made available for the new Heads of the Valleys road, and part of it had to be planted with trees as the main funder was Cyd Coed.

### The Process

An Architect, who had been working on another project with the Forum, was approached for help and he brought in a Landscape Architect. The Forum developed and conducted a questionnaire with local residents and walked the site with the Landscape Architect and then set up two Open Days where people could come and discuss the plans and designs. These were very successful with over 40 people attending each one.

Residents were very keen to design out potential problems such as dealing with motor bikes. A local Management Group was formed which actually put in the bid for the funding and the Local Authority eventually agreed to take on the maintenance provided that the local group would take on some aspects, such as community litter picks. Keep Wales Tidy helped out here with insurances, tools and skips.

## 12

<b>Grŵp</b>	Fforwm Datblygu Cymuned Dowlais
<b>Prosiect</b>	Adenilliad Tip Ifor
<b>Cysylltwr</b>	Swyddog Datblygu Cymunedau yn Gyntaf

### Y Cefndir

Ffurfiwyd Tip Ifor yn wreiddiol o wastraff haearn o Weithfeydd Guest Keen dros gyfnod o flynyddoedd. Defnyddir yr ardal nawr gan bobl lleol at bwrpasau hamdden, ond dim ond o gwmpas yr ochrau a ffurfiwyd gan lwybrau troed roedd ynt yn gallu cerdded. Ar un cyfnod awgrymwyd maes pêl-droed ond gwrthwynebodd trigolion lleol yn daer ac ymunodd y Fforwm Datblygu â'r prosiect i'w helpu ymlaen. Dechreuodd y prosiect yn mis Hydref 2006 ar ôl cais cyllido llwyddiannus a dylai gael ei orffen erbyn Haf 2007.

### Yr Her Ddylunio

Roedd y gymuned eisiau rhoi llwybrau a mynediad anabl ar y safle fel bod modd defnyddio'r ardal i gyd yn effeithiol. Foddbynnag roedd rhaid ystyried nifer o wahanol faterion gan fod rhaid i ran o'r safle fod ar gael i ffordd newydd Pen y Cymoedd ac roedd rhaid plannu coed ar ran ohono gan taw'r prif gyllidwr oedd Cyd Coed.

### Y Broses

Gofynnwyd i bensaer a oedd wedi bod yn gweithio ar brosiect arall gyda'r Fforwm am gymorth a daeth ef â Phensaer Tirlun i mewn i'r broses. Datblygodd a chynhaliodd y Fforwm holiadur gyda thrigolion lleol a cerddon nhw'r safle gyda'r Pensaer Tirlun ac yna trefnu dau ddiwrnod agored ble y gallai pobl ddod i drafod y cynlluniau a'r dyluniadau. Roedd y rhain yn hynod o llwyddiannus gyda dros 40 o bobl yn mynchu pob un.

Roedd y trigolion yn awyddus iawn i ddylunio allan problemau posibl megis delio â beiciau modur. Ffurfiwyd Grŵp Rheoli lleol a roddodd y cais i mewn am gyllid ac yn y pendraw cytunodd yr Awdurdod Lleol i gymryd gofal o'r cynhaliaeth cyd fod y grŵp lleol yn ymgymryd â rhai agweddau, fel codi sbwriel cymunedol. Rhoddodd Cadwch Cymru'n Daclus gymorth gyda yswiriant, offer a sgipiau.



The project was implemented as Phase 1 of Morlais Strategy route from the Brecon Beacons down through Merthyr town centre.

### Barriers

The main barriers for the project were the agreement of maintenance after the project was finished. This was resolved with the Local authority willing to bend their programme and agree path maintenance, grass cutting, dog fouling bins and bi-annual litter picks.

### Secrets of Success

- Do your homework. Talk to everybody and get everybody around the table at the same time. This was found to be the most effective way of Partnership working.
- Although it took a long time to sort out all the problems they didn't give up and found the process to be very empowering.

Cafodd y prosiect ei gyflawni fel Cyfnod 1 o ffordd Strategaeth Morlais o Fannau Brycheiniog lawr drwy canol tref Merthyr.

### Rhwystrau

Y prif rwystrau i'r prosiect oedd cytundeb ar gynnal y safle ar ddiwedd y prosiect. Cafodd rhain eu datrys pan gytunodd yr Awdurdod Lleol i gynnal y llwybrau, dorri'r gwair, ddarparu biniau baw cwn a chasglu sbwriel ddwy waith y flwyddyn.

### Cyfrinachau eu Llwyddiant

- Gwnewch eich gwaith cartref. Siaradwch â phawb a dewch â phawb ynghyd ar yr un pryd. Dyma oedd y ffordd fwyaf effeithiol o weithio mewn partneriaeth.
- Er ei fod wedi cymryd llawer o amser i weithio drwy'r problemau i gyd ni roddasant gorau i'r gwaith a rhoddodd y broses awdurdod iddynt.



### 13

<b>Group</b>	Galeri Caernarfon Cyf (was Cwmni Tref Caernarfon)
<b>Project</b>	Galeri Caernarfon
<b>Contact</b>	Chief Executive / Project Manager

Galeri is a brand new £7.5million Creative Enterprise Centre at Caernarfon's Victoria Dock. It has been developed by Galeri Caernarfon Cyf (formerly Cwmni Tref Caernarfon, a Town Development Trust) and grew in response to the lack of a proper arts venue in the town, and as there was an increasing number of creative industries and ad hoc arts groups.

### Design Challenge

A multi-use arts centre which would attract a diverse audience and facilitate the interaction of all the building's users, as well as contributing to the regeneration of the town and making a strong aesthetic statement.



### The Process

It was recognised from the outset that any project would have to be self-sustaining and a huge amount of research and community consultation went into determining exactly what that would be included. In the end they focused on building in arts related revenue generators including a 400 seater theatre with retractable seating, work spaces, studios, sound proofed rooms, a café, visual arts space and bar, all of which would contribute to the idea of a multi use building attracting a diverse audience and facilitating the interaction of all users.

In order to realise this vision, an architectural competition was held. Architectural practices from across the UK and Europe were invited to take part. From the 45 responses, a shortlist of six was drawn up and eventually Richard Murphy Architects from Edinburgh won the job and developed the design.

The Chief Executive of Galeri was the driving force behind the project; he did most of the brief

### 13

<b>Grŵp</b>	Galeri Caernarfon Cyf ( Cwmni Tref Caernarfon gynt)
<b>Prosiect</b>	Galeri Caernarfon

Canolfan Fenter Greadigol newydd sbon yn costio £7.5 miliwn yn Doc Fictoria, Caernarfon yw'r Galeri. Cafodd ei datblygu gan Galeri Caernarfon cyf (Cwmni Tref Caernarfon gynt, Ymddiriedolaeth Datblygu Tref) a thyfodd oherwydd nad oedd lleoliad i'r celfyddydau yn y dref a chan fod y niferoedd o ddiwydiannau creadigol a grwpiau celfyddydol yn cynyddu.

### Yr Her Ddylunio

Canolfan fenter greadigol aml-ddefnydd a fydd yn denu cynulleidfa amrywiol ac yn hwyluso rhyngweithio i ddefnyddwyr yr adeilad i gyd, yn ogystal â'i fod yn cyfrannu at adnewyddiad y dref ac yn gwneud datganiad aesthetig cryf.

### Y Broses

Derbyniwyd o'r dechrau y byddai'n rhaid i unrhyw brosiect fod yn hunan gynhaliol ac aeth llawer o ymchwil ac ymgynghoriad cymunedol i fewn i benderfynu yn union beth fyddai'n cael ei gynnwys. Yn y diwedd canolbwntywyd ar gynnwys cynhyrchwyr cyllid seliedig ar gelfyddydau. Yn cynnwys theatr gyda 400 o seddau codadwy, lleoedd gweithio, stiwdios, ystafelloedd wedi eu hynysu rhag sain, caffi, lle i'r celfyddydau gweledol a bar, a byddai'r rhain i gyd yn cyfrannu at y syniad o adeilad aml-ddefnydd yn denu cynulleidfa amrywiol ac yn hwyluso rhyngweithio i'r defnyddwyr i gyd.

Er mwyn gwreddu'r weledigaeth hon, cynhaliwyd cystadleuaeth bensaerniwl. Gwahoddwyd cwmni'au pensaerniwl ar draws y DU ac Ewrop i gymryd rhan. Allan o'r 45 ymateb, tynnwyd rhestr fer o chwech ac yn y pendraw enillodd Penseiri Richard Murphy o Gaeredin y gwaith a nhw ddatblygodd y dyluniad.



formulation and design development with the Architect, although other consultants were brought in to carry out in-depth market research. The local community was kept on board throughout by setting up open days during its construction, and by involving local schools in the development of art works.

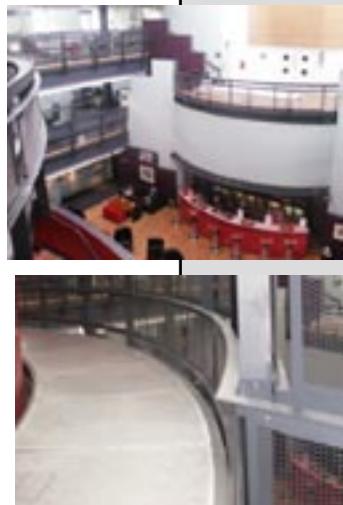
The unusual concept, of hosting small enterprises in the same space and at the same time as offering dance, drama, music or just eating and drinking, had its sceptics. However the design successfully facilitates this interaction. The building lies along the Victoria Dock allowing the café to open onto it. The bar is located in the central atrium, which is lined with three storey internal 'streets' to each side. The 16 businesses now occupying these streets have glazed walls which contribute to the openness of the concept. The theatre and studio spaces are accessed at each end of the building, leading off the central bar / circulation space.

The result is a contemporary, very accessible and very flexible venue which caters for local people and visitors alike. International artists can be performing at one end of the building while a local group performs in the bar, and it is at its best when lots of activity is going on.

The centre has only been open for 18 months but they are cautiously optimistic that they will break even this year and go into profit next year.

## Barriers

Grant forms could be considered to be overly complicated. It would be useful for the voluntary and public sector to learn from the private sector with regard to funding, where the major funder assesses the project on behalf of the others, instead of everybody doing their own and tying up time and resources.



Prif Weithredwr Y Galeri oedd y prif ysgogydd tu ôl i'r prosiect, fe wnaeth y rhan fwyaf o'r gwaith yn llunio'r briff a datblygu'r dyluniad gyda'r Pensaer, er y tynnwyd ymgynghorwyr eraill i mewn i wneud y gwaith gwerthuso marchnad manwl. Cadwyd y gymuned leol ynghlwm â'r prosiect drwy gydol yr amser drwy drefnu diwrnodau agored yn ystod yr adeiladu a thrwy gynnwys ysgolion lleol yn natblygiad y gwaith celf.

Roedd gan y cysyniad anarferol hwn, o gynnal mentrau bychain yn yr un lle ac ar yr un amser cynnig dawns, drama, cerddoriaeth neu bwyta ac yfed, ei feirniaid. Er hynny mae'r dyluniad yn hyrwyddo y rhwngweithio hwn yn llwyddiannus. Mae'r adeilad ar Doc Fictoria yn caniatau iddo agor ar y doc. Mae'r bar wedi ei leoli yn y cyntedd canolog ac mae "strydoedd" tri llawr mewnol ar bob ochr. Mae gan yr 16 o fusnesau sy'n defnyddio'r strydoedd hyn welydd gwydr sy'n cyfrannu at deimlad agored y cysyniad. Mae'r mynediad i'r theatr a'r stiwdios ar bob pen i'r adeilad, yn arwain o'r bar canolog.

Y canlyniad yw lleoliad cyfoes, hygrych a hylaw iawn, sy'n darparu i bobl leol ac ymwelwyr fel ei gilydd. Gall artistiaid rhwngwladol fod yn perfformio yn un pen o'r adeilad tra mae grŵp lleol yn perfformio yn y bar, ac mae ar ei orau pan mae llawer o weithgareddau yn mynd ymlaen.

Dim ond ers deunaw mis mae'r ganolfan wedi bod yn agored ond maent yn obeithiol y byddant yn mantoli'r gyllideb eleni ac yn gwneud elw y flwyddyn nesaf.

## Rhwystrau

Gellir ystyried fod ffurflenai cais am grant yn or-gymhleth. Basai'n ddefnyddiol i'r sector gwirfoddol a'r sector cyhoeddus ddysgu gan y sector preifat am gyllido, ble mae'r prif gyllidwr yn asesu'r prosiect ar ran eraill yn hytrach na fod pawb yn gwneud eu hasesiad eu hunain a defnyddio amser ac adnoddau i wneud hynny.

### Secrets of Success

- It is important to have a Vision for the project from the outset and to remind yourselves of it constantly, while dealing with all the different agencies and stakeholders.
- Initial consultation and market research is essential to help determine the exact accommodation needs. This consultation and the open days also helped to raise awareness and it became a marketing exercise in itself.
- Local school children worked with an artist to develop images for the hoarding and this was never vandalised. Some of these images have been transferred onto the glazed panels on the front of the building and again, none have been defaced.
- The amount of time that developing this project soaked up cut into the Chief Executive's time hugely. It is essential that, on a large project, the Project Manager or Champion's role needs to be costed in and paid for in some way.
- You can't employ your marketing director early enough. Ideally they need to be in place more than a year before the building is in use.
- It is essential to find the right management and legal structure for the organisation.

### Cyfrinachau eu Llwyddiant

- Mae'n bwysig cael gweledigaeth i'r prosiect o'r dechrau ac atgoffa eich hunan ohono yn gyson tra'n gweithio gyda'r holl asiantaethau a rhanddeiliaid gwahanol.
- Mae gwerthuso marchnad ac ymgynghoriad cychwynnol yn holl bwysig i sicrhau beth yw union anghenion yr adeilad. Gall yr ymgynghoriad hwn a'r dyddiau agored helpu i godi ymwybyddiaeth a gall fod yn waith marchnata ynddo'i hun.
- Gweithiodd plant lleol gydag artist i ddatblygu delweddau ar gyfer hysbysfyrddau ac ni chawsant eu fandaleiddio o gwbl. Trosglwyddwyd rhai o'r delweddau i fframiau gwydr ar flaen yr adeilad ac unwaith eto, nid ydynt wedi cael niwed.
- Cymerodd datblygu'r prosiect hwn lawer iawn o amser y Prif Weithredwr. Mae'n hanfodol ar brosiect mawr fod rôl y Rheolwr Prosiect neu Ysgogwr yn cael ei werthuso a chael ei dalu amdano mewn rhyw ffordd.
- Ni ellir cyflogi eich cyfarwyddwr marchnata yn rhy gynnar. Yn ddelfrydol dylant fod wedi eu penodi mwy na blwyddyn cyn bod yr adeilad yn barod.
- Mae'n hanfodol darganfod y rheolwyr iawn a'r strwythyr cyfreithiol i'r mudiad.



### 14

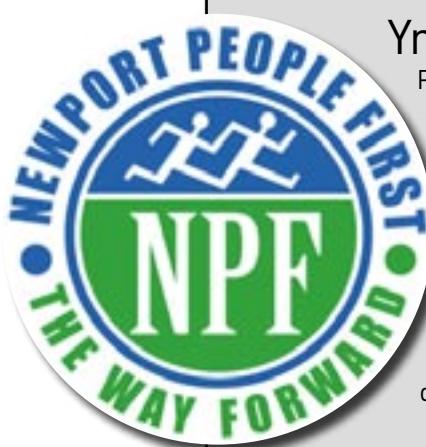
<b>Group</b>	<b>Newport People First</b>
<b>Project</b>	<b>New logo and leaflet</b>
<b>Contact</b>	<b>Member Support Officer</b>

### Background

Newport People First is a self help advocacy group for people with learning disabilities. Members employ a worker whose role is to support them in the running of the organisation.

### Design challenge

When the new worker came on board, it was felt that the Group needed new publicity material, and a new image. They wanted a new 'jazzy' logo which would reflect what they are about. The challenge was to get the Group to articulate their ideas of what was important to them, and then to find a way of expressing that through image and colour.



### The process

Newport People First were able to access Community Design's Graphic Designer through the grant aided service, funded by Newport City Council.

Their Graphic Designer went to meet with the Committee and explained what a logo is, and what its function is. He took lots of examples and ideas, so that the Committee could discuss what they liked and didn't like. Initially people were very focused on traditional images of Newport and Wales, such as dragons. However, they came to recognise the importance of having an image that reflected their aspirations.

They asked him to work up an idea which incorporated people running forward. They felt that this illustrated ideas of 'teamwork' and 'moving forward together'. The Committee also discussed the colours at some length and decided themselves what they should be.

Every decision was made collectively by the whole group.

### 14

<b>Grŵp</b>	<b>Pobl yn Gyntaf Casnewydd</b>
<b>Prosiect</b>	<b>Logo newydd a thaflen</b>
<b>Cysylltwr</b>	<b>Swyddog Cefnogi Aelod</b>

### Y Cefndir

Grŵp eiriolaeth hunan-gymorth i bobl gydag anableddau dysgu yw Pobl yn Gyntaf Casnewydd. Mae aelodau yn cyflogi gweithiwr a'i rôl yw eu cefnogi i reded y mudiad.

### Yr Her Ddylunio

Pan ddechreuodd y gweithiwr newydd roedd teimlad bod angen deunydd cyhoeddusrwydd newydd a delwedd newydd. Roedd ynt eisaiu logo newydd bywiog a fyddai'n adlewyrchu pwy ydynt. Yr her oedd cael y Grŵp i fynegi eu syniadau o beth oedd yn bwysig iddynt ac yna darganfod ffordd o'i ddangos trwy delwedd a lliw.

### Y Broses

Roedd Pobl yn Gyntaf Casnewydd yn gallu defnyddio Dylunydd Graffeg Dylunio Cymunedol drwy'r gwasanaeth cynllun grant a gyllidwyd gan Gyngor Dinas Casnewydd.

Aeth eu Dylunydd Graffeg i gyfarfod â'r Pwyllgor ac esboniodd iddynt beth yw logo a beth yw ei fwriad. Aeth â llawer o esiamplau a syniadau fel bod y Pwyllgor yn gallu trafod beth roedd ynt yn ei hoffi a beth nad oeddent yn ei hoffi. I ddechrau roedd pobl yn canolbwytio ar ddelweddau traddodiadol o Gasnewydd ac o Gymru, megis dreigiau. Er hynny daethant i dderbyn pwysigrwydd cael delwedd a oedd yn adlewyrchu eu dyheadau.

Gofynasant iddo weithio ar syniad yn cynnwys pobl yn rhedeg ymlaen. Roedd ynt yn teimlo bod hyn yn arddangos "gwaith tîm" a "symud ymlaen gyda'i gilydd". Trafododd y Pwyllgor y lliwiau am grynn amser a phenderfynu eu hunain beth y dylant fod.

Cafodd pob penderfyniad ei wneud yn gyfunol gan y grŵp cyfan.

### Secrets of Success

- It was a good learning exercise for the Committee because they had to think about how they could attract in more members. They all had a greater understanding of publicity and promotion.
- The Group learnt about how design works and how a professional can make small changes on screen, which make huge improvements to the finished design and product.
- He gave different ideas to go away and think about and because different people contributed, it was a team effort.

“It was good to be in at the start and see it move forward”  
a member.

### Cyfrinachau eu Llwyddiant

- Roedd yn ymarfer dysgu da i'r Pwyllgor achos roedd rhaid iddynt feddwl am sut i ddenu mwy o aelodau. Roedd ganddynt i gyd well ddealltwriaeth o gyhoeddusrwydd a hysbysebiad.
- Dysgodd y Grŵp sut mae dylunio yn gweithio ac sut y gall weithiwr proffesiynol wneud newidiadau bach ar y sgnîn, sy'n gwneud gwelliannau anferth i'r dyluniad a'r cynnrych terfynol.
- Rhoddodd syniadau gwahanol iddynt fynd i ffwrdd a meddwl amdanynt ac oherwydd bob pobl gwahanol wedi cyfrannu roedd yn ymdrech tîm.

“Roedd yn dda i fod yn ran o'r broses ar y dechrau a'i weld yn datblygu.”  
aelod

## 4

### Resources for Project Development

#### 4.1 How to find a Designer or other professional help

- Organisations in Wales
- Professional Membership Bodies
- Voluntary Sector Contacts

#### 4.2 Sample Documents

- Design Brief
- Consultant's Brief for Feasibility Exercise
- Project Programme

#### 4.3 General Assistance

- Books and Resources
- Places and Projects to Visit
- RIBA Plan of Work

#### 4.4 Glossary of terms

## 4

### Adnoddau i Ddatblygu Prosiect

#### 4.1 Sut i ddarganfod Dylunydd neu Weithiwr Proffesiynol Arall

- Sefydliadau yng Nghymru
- Cyrrf Aelodaeth Proffesiynol
- Cysylltiadau â'r Sector Gwirfoddol

#### 4.2 Samplau o Ddogfennau

- Briff Dyluniad
- Briff Ymgynghorydd i Ymarfer Dichonolrwydd
- Rhaglen Prosiect

#### 4.3 Cymorth Cyffredinol

- Llyfrau ac Adnoddau
- Lleoedd a Phrosiectau i'w Gweld
- Cynllun Gwaith RIBA

#### 4.4 Rhestr Termau

### 4.1 How to find a Designer or other professional help

If you know of a project similar to yours, it is always worth asking who they employed and would they use them again.

This seems to be how most community support agencies work – by word-of-mouth and previous experience. Some CVC's have a list of local professionals, others just refer on people they have heard of and some are able to take advantage of services offered by their local authority.

Other ways are to contact web sites or organisations associated with professionals, such as the ones listed below.

### Organisations in Wales

#### Community Design

In Newport and Blaenau Gwent groups are able to take advantage of services which are subsidised



by their local councils by contacting Community Design (Gwent). Their Architect and Landscape Architect can help with feasibility work, and their Graphic Designer can help with promotional literature, logos, annual reports and displays.

Groups from elsewhere in Wales can take advantage of a free consultation meeting about their project.

[www.communitydesign.demon.co.uk](http://www.communitydesign.demon.co.uk)

#### Agoriad

Community Design maintains a website with a database of 'community designers' on it. Updating this facility has been patchy over the past couple of years, but the people on there have experience of working on community projects and have at least two 'references' from community groups. This is the only database which was specifically set up to assist community projects and it covers architects, landscape architects, graphic designers, quantity surveyors and structural engineers. Under 'services' there is a description of the roles of different professionals.

[www.agoriad.co.uk](http://www.agoriad.co.uk)

### 4.1 Sut i ddod o hyd i Ddylunydd neu weithiwr proffesiynol arall.

Os ydych yn gwybod am brosiect tebyg i'ch un chi mae bob amser yn werth holi pwy wnaeth y gwaith ac a fyddant yn ei ddefnyddio eto.

Dyma sut mae y rhan fwyaf o asiantaethau cefnogaeth yn y gymuned yn gweithio – drwy glywed ar lafar neu drwy brofiad blaenorol. Mae gan rhai Cynghorau Sirol Gwirfoddol restr o bobl proffesiynol lleol, mae eraill yn cyfeirio at bobl y clywasant amdanynt ac mae rhai yn gallu manteisio ar wasanaethau a gynigir gan yr Awdurdod Lleol. Ffyrrd eraill yw drwy cysylltu â gwefannau neu sefydliadau sy'n gysylltiedig â gweithwyr proffesiynol megis y rhai a restrir isod.

### Syfydliadau yng Nghymru

#### Dylunio Cymunedol



Yng Nghasnewydd ac ym Mlaenau Gwent gall grŵpiau fanteisio ar wasanaethau sy'n cael eu noddi gan eu cynghorau lleol drwy gysylltu â Dylunio Cymunedol (Gwent). Gall eu pensaer a'u pensaer tirlun roi cymorth gyda gwaith dichonolrwydd a gall eu Dylunydd Graffeg roi cymorth gyda llenyddiaeth hyrwyddol, logos, adroddiadau blynnyddol ac arddangosfeydd.

#### Agoriad

Mae Dylunio Cymunedol yn cadw gwefan gyda bâs ddata o ddylunwyr cymunedol arno. Nid yw hwn wedi ei ddiweddu yn gyson yn ystod y ddwy flynedd ddiwetha ond mae gan y bobl arno brofiad o weithio ar brosiectau cymunedol ac maent wedi derbyn oleiaf dau geirda gan grŵpiau cymunedol. Dyma'r unig fâs ddata a gafodd ei sefydlu yn unswydd i roi cymorth i brosiectau cymunedol ac mae'n cynnwys penseiri, penseiri tirwedd, dylunwyr graffeg a pheirianwyr adeiladu. O dan "gwasanaethau" mae disgrifiad o rôl y y gwahanol weithwyr proffesiynol.  
[www.agoriad.co.uk](http://www.agoriad.co.uk)



### ProHelp in Wales

ProHelp is an initiative set up by Business in the Community to help local communities. In Wales there is a national network of 52 professional firms who give their time and expertise for free to one off projects which benefit voluntary and community organisations. They are based in Cardiff, Swansea and North Wales.

Typical assignments can include:

- architectural expertise
- feasibility studies
- structural surveys
- legal advice
- advice on business plans
- marketing and PR advice
- property valuations

Visit [www.bitc.org.uk/regions/bitc\\_in\\_your\\_region/wales](http://www.bitc.org.uk/regions/bitc_in_your_region/wales) for accessing their application form or contact the ProHelp Manager on 029 2043 6919.

### Groundwork

Groundwork is a federation of Trusts in England, Wales and Northern Ireland, each working with their partners to improve the quality of the local environment, the lives of local people and the success of local businesses in areas in need of investment and support.

Groundwork's vision is of a society made up of sustainable communities which are vibrant, healthy and safe, which respect the local and global environment and where individuals and enterprise prosper.

They have been working in Wales for over 20 years and are able to offer their local communities

- Professional Landscape, Urban Design and contract management.
- Education for Sustainable Development projects eg: Forest Schools and horticultural therapy.
- Volunteer training and skills development.
- Environmental business consultancy and development of Environmental Management Systems.
- Community consultation, action planning and project development (planning for real expertise).
- Strategic master planning linked to community, business and environmental regeneration.

[www.groundworkwales.sequence.co.uk](http://www.groundworkwales.sequence.co.uk)

### ProHelp yng Nghymru

Menter yw ProHelp wedi ei sefydlu gan Busnes yn y Gymuned i helpu cymunedau lleol. Yng Nghymru mae rhwydwaith cenedlaethol o 52 o gwmniau proffesiynol sy'n rhoi eu hamser a'u harbenigedd am ddim i brosiectau sydd o fudd i fudiadau gwirfoddol a chymunedol. Maent wedi eu lleoli yn Nghaerdydd, Abertawe ac yng Ngogledd Cymru.

Gall aseiniadau nodweddidiadol gynnwys:

- arbenigedd bensaerniol
- astudiaethau dichonolrwydd
- arolygon strwythurol
- cyngor cyfreithiol
- cyngor am gynlluniau busnes
- cyngor am farchnata a chysylltiadau cyhoeddus
- prisiau eiddo tirol

Ewch i [www.bitc.org.uk/regions/bitc\\_in\\_your\\_region/wales](http://www.bitc.org.uk/regions/bitc_in_your_region/wales) i gael ffurflen gais neu cysylltwch â Rheolwr ProHelp ar 029 2043 6919

### Groundwork

Cyfundeb yw Groundwork o Ymddiriedolaethau yn Lloegr, Cymru a Gogledd yr Iwerddon, pob un â'i bartneriaid i wella ansawdd yr amgylchedd lleol, bywydau pobl ifanc a llwyddiant busnesau lleol mewn ardaloedd sydd angen buddsoddiad a chefnogaeth.

Gweledigaeth Groundwork yw cymdeithas sy'n cynnwys cymunedau cynaliadwy sy'n fywiog, iach a diogel, sy'n parchu'r amgylchedd lleol a byd eang a ble mae unigolion a menter yn ffynnu.

Maent wedi bod yn gweithio yng Nghymru ers dros ugain mlynedd a gallant gynnig y canlynol i'w cymunedau lleol:

- Dylunio Tirlun a Threfol Proffesiynol a Rheoli Cytundebau
- Addysg ar gyfer prosiectau Datblygiad Cynaliadwy ee Ysgolion y Goedwig a therapi garddwriaethol
- Hyfforddi gwirfoddolwyr a datblygu sgiliau
- Ymgynghoriad busnes amgylcheddol a datblygu systemau rheoli'r amgylchedd
- Ymgynghoriad cymunedol, cynllunio gweithredol a datblygiad prosiect (cynllunio am wir arbenigedd)
- Uwchgynllunio strategol cysylltiedig ag adfywiad cymunedol, busnes ac amgylcheddol

[www.groundworkwales.sequence.co.uk](http://www.groundworkwales.sequence.co.uk)



## **Wales Council for Voluntary Action (WCVA)**

The WCVA has a database of community consultants able to assist with feasibility work and business studies. They also have several funding lists providing contact names and addresses for funders of different types of project.

[www.wcva.org.uk](http://www.wcva.org.uk)

## **Planning Aid Services**

Planning Aid provides free and independent advice and support to community groups and individuals unable to afford to employ a planning consultant. Planning Aid Wales (PAW) is a registered charity and a company limited by guarantee, which provides impartial advice and information on town and country planning matters

Planning Aid Wales is the only independent organisation in Wales that provides advice on the planning system.

It operates via a helpline service which is managed and operated by the Planning Case Manager and a Planning advisor in the Cardiff office. All helpline queries should be directed to 02920 485765  
[www.planning-aid-wales.org](http://www.planning-aid-wales.org)

## **Local Councils**

Another option is to approach the technical services department of your local authority. Sometimes they are able to help with certain aspects of the work. However, the range and response rate of service varies hugely, and it's probably best to contact your local CVC (see below) or local Councillor first.

## **Cyngor Gweithredu Gwirfoddol Cymru (CGGC)**

Mae gan CGGC fâs ddata o ymgynghorwyr cymunedol yn abl i helpu gyda gwaith dichonolrwydd ac astudiaethau busnes.

Mae ganddynt hefyd nifer o restrau cyllido yn rhoi enwau cyswllt a chyfeiriadau cyllidwyr gwahanol fathau o brosiectau.

[www.wcva.org.uk](http://www.wcva.org.uk)

## **Gwasanaethau Cymorth Cynllunio**

Mae Cymorth Cynllunio yn darparu cyngor annibynnol am ddim a chefnogaeth i grŵpiau cymunedol ac unigolion sy'n methu fforddio cyflogi ymgynghorydd cynllunio.

Mae Cymorth Cynllunio Cymru yn elusen gofrestredig ac yn gwmni cyfyngedig trwy warant, sy'n darparu cyngor diduedd a gwybodaeth ar faterion Cyllunio Gwlad a Thref.

Cymorth Cynllunio Cymru yw'r unig fudiad annibynnol yng Nghymru sy'n darparu cyngor ar y gyfundrefn gynllunio.

Mae'n gweithio drwy wasanaeth llinell gymorth sy'n cael ei reoli a'i weithredu gan y Rheolwr Achos Cynllunio ac ymgynghorydd cynllunio yn y swyddfa yng Nghaerdydd. Dylai pob ymholaïd llinell gymorth gael eu gyfeirio at 02920 485765  
[www.planning-aid-wales.org](http://www.planning-aid-wales.org)

## **Cynghorau Lleol**

Opsiwn arall yw cysylltu ag adran gwasanaethau technegol eich awdurdod lleol. Weithiau maent yn gallu helpu gyda rhai agweddau o'r gwaith. Foddbynnag mae'r ystod o wasanaethau a chyfradd amser ymateb yn amrywio'n fawr iawn ac mae'n debygol o fod yn well cysylltu â'ch Cyngor Sirol Gwirfoddol lleol neu gynghorwr lleol yn gyntaf.

## Professional Bodies

The professional bodies aren't the definitive guide to help in your area, because they are membership bodies and therefore only promote their members. There may well be perfectly good practices operating in your locality who don't appear on these organisations' web-sites. However they do provide a useful guide. They also provide information about how to appoint consultants and what you should expect from them.

### RIBA

The Royal Institute of British Architects maintains a website which serves both their members (chartered architects) and the public. In the past, the RIBA ran its own community architecture section; this is no longer the case but members of the public can search their database of member practices, and the categories include 'community development and participation'.

A search for Welsh architects who have experience in the community sphere shows that the spread is not even across Wales.

The RIBA also has a 'client's guide to engaging an architect' and various downloadable guides to explain what a client should expect.

### The Landscape Institute

This is the Royal Chartered body for Landscape Architects - professionals who, according to their website, inspire people to expect the best from the natural and built environments. Parks, streets, regeneration, waterways and open space - this is the work of landscape architects.

There is a 'find a landscape architect' on their website with a section for Wales, and there is guidance on how to choose and appoint somebody to work for you.

### RICS

(Royal Institution of Chartered Surveyors) is a source of land, property, construction and environmental knowledge. However, it's quite hard from their website to find your way through the maze of different types of surveyor that practice.

However, under their 'find a surveyor' search you can input your requirements (if you know what they are!) and see if there is anybody in your

## Cyrff Proffesiynol

Nid y cyrff proffesiynol yw'r canllawiau terfynol i help yn eich ardal oherwydd taw cyrff aelodaeth ydynt ac o'r herwydd hybu eu haelodau yw eu blaenorriaeth. Mae'n ddigon posibl bod cwmnïau da yn gweithio yn eich ardal nad ydynt yn ymddangos ar wefannau'r sefydliadau hyn. Er hynny maent yn ganllaw defnyddiol. Maent hefyd yn rhoi gwybodaeth ar sut i benodi ymgynghorwyr a beth y gallwch ei ddisgwyl ganddynt.

### Sefydliad Brenhinol Penseiri Prydain (RIBA)

Mae Sefydliad Brenhinol Penseiri Prydain yn cynnal gwefan i'w haelodau (penseiri siartredig) a'r cyhoedd. Yn y gorffennol roedd gan RIBA ei adran Pensaernïaeth Cymunedol ei hun; nid yw hwn yn bodoli bellach ond gall aelodau o'r cyhoedd chwilio drwy eu bâs ddata o aelodau ac mae'r categorïau yn cynnwys "datblygiad a chyfranogiad cymunedol"

Mae ymchwiliad am Benseiri Cymreig sydd yn meddu ar brofiad yn y gymuned yn dangos nad ydynt ar gael ymhob rhan o Gymru.

Mae gan RIBA hefyd "ganllaw cyflogi pensaer ar gyfer y cleient" ac amryw o ganllawiau lawrlwythiadwy i egluro beth y gall y cleient ei ddisgwyl.

### The Landscape Institute

Dyma'r corff Siartredig Brenhinol i Benseiri Tirlun - gweithwyr proffesiynol sydd, yn ôl eu gwefan, yn ysbrydoli pobl i ddisgwyl y gorau o'r amgylchedd naturiol ac adeiledig. Parciau, strydoedd, adfywiad, dyfrffyrdd a mannau agored – dyma gwaith y penseiri tirlun.

Mae "Dewch o hyd i bensaer" ar eu gwefan gydag adrann am Gymru, ac mae arweiniad ar sut i ddewis a phenodi rhywun i weithio i chi.

### RICS

Mae RICS yn ffynhonell o wybodaeth am dir, eiddo, adeiladu a'r amgylchedd. Ond mae'n anodd ffeindio'ch ffordd ar eu gwefan gan fod cymaint o wahanol fathau o syrfewyr.

Er hynny o dan eu hymchwiliad "dod o hyd i syrfewr" gallwch fewnbynnu eich anghenion (os ydych yn gwybod beth ydynt!) i weld os oes rhywun yn eich ardal yn darparu'r gwasanaeth rydych ei eisiau. Nid yw'n ymddangos bod teitl "cymuned" nac unrhyw



area that provides the service you require. There doesn't seem to be a 'community' heading or any acknowledgement of participation or community involvement, however under the 'type of surveyor' it is possible to select from a drop down list of the type of services you might need, such as 'building design', or 'building refurbishment' 'quantity surveyor' etc

### IStructE (Institute of structural engineers)

The website includes a database 'Findanengineer.com' which contains details of structural engineering companies across the United Kingdom.

All companies on Findanengineer.com have at least one professional member of IStructE working for them. The main search allows you to find a structural engineering firm based on their engineering specialism or location. By entering a postcode and selecting a distance it will tell you how many appropriate companies there in your area.

The professional bodies for other types of engineer seem to be about member services rather than for interfacing with the public. So it's harder to track down other engineers – having said that, it's not often that you would want one without other members of a design team to advise you.

### Royal Town Planning Institute

Your Local Planning Authority is responsible for preparing the Development Plan and for dealing with applications for planning permission in your area. Officers at your Local Planning Department should be the first point of contact on all planning matters and can give you a range of free advice. However, should there be a planning issue which you feel would benefit from expert advice then local communities have several routes:

- Planning consultants provide a wide range of planning advice to people seeking the paid services of a planning professional.  
At [www.rtpiconsultants.co.uk](http://www.rtpiconsultants.co.uk) you can search for a consultant in your area – as you would expect there are as many practices in Cardiff as there are throughout the rest of Wales.
- Planning Aid Wales – as discussed above.
- The government's online planning portal which provides information about the planning system and how to apply for planning permission online.  
[www.planningportal.gov.uk](http://www.planningportal.gov.uk)

### Other help:

gydnabyddiaeth o gyfranogiad neu ymglymiad cymunedol, ond o dan "math o syrféwr" mae'n bosibl dewis o restr y math o wasanaethau rydych eu hangen er enghraifft "dylunio adeilad" neu "adnewyddiad adeilad" "syrféwr meintiau" ac ati.

### IStructE (Institute of Structural Engineers)

Mae'r gwefan yn cynnwys bâs ddata "Findanengineer.com" sy'n cynnwys manylion am gwmnïau peirianneg adeiladu ledled y DU.

Mae gan pob gwmni ar Findanengineer.com oleiaf un aelod proffesiynol o IStructE yn gweithio iddynt.

Mae'r prif ymchwiliad yn eich caniatau i ddod o hyd i gwmni peirianneg adeiladu ar sail eu harbenigedd neu eu lleoliad. Drwy fewnbynnu côd post a dewis pellter bydd yn dweud wrthych sawl cwmni addas sydd yn eich ardal chi.

Mae'n ymddangos bod y cyrff proffesiynol ar gyfer mathau eraill o beiriannwyr am wasanaethau i'w haelodau yn hytrach nac ar gyfer cysylltu â'r cyhoedd. Felly mae'n anoddach dod o hyd i beiriannwyr eraill – ar ôl dweud hynny, anaml y byddwch angen un heb fod aelodau eraill o dîm dylunio i'ch helpu.

### Royal Town Planning Institute

Eich Awdurdod Cynllunio Lleol sydd yn gyfrifol am baratoi y Cynllun Datblygu ac am ymwneud â cheisiadau am ganiatad cynllunio yn eich ardal. Swyddogion yn eich Adran Gynllunio leol ddylai fod eich cysylltiad cyntaf ar bob mater cynllunio a gallant roi ystod o gyngor i chi am ddim. Er hynny os oes mater cynllunio a fyddai'n elwa o gyngor arbenigol yna mae gan gymunedau lleol nifer o opsiynau:

- Mae ymgynghorwyr cynllunio yn darparu ystod eang o gyngor cynllunio i bobl sy'n chwilio am wasanaethau gan weithiwr proffesiynol cyflogedig. Ar [www.rtpiconsultants.co.uk](http://www.rtpiconsultants.co.uk) gallwch chwilio am ymgynghorydd yn eich ardal – fel y buasech yn disgwyl mae cymaint o gwmnïau yng Nghaerdydd ag sydd ledled weddill Cymru.
- Cymorth Cynllunio Cymru – fel a drafodwyd uchod
- Porth cynllunio ar-lein y llywodraeth sy'n darparu gwybodaeth am y gyfundrefn cynllunio a sut i geisio am ganiatad cynllunio arlein.  
[www.planningportal.gov.uk](http://www.planningportal.gov.uk)

### Cymorth arall:



# STEPS TO SUCCESS

## CAMAU AT LWYDDIANT

**Rounded Developments Enterprises Ltd** which runs the Sustainable Building Centre in Splott, Cardiff has opened its library on sustainable building to the general public and voluntary sector. This project has been made possible by a grant from Environment Wales. All building projects now have a duty to be as environmentally friendly as possible. However the other areas of social and economic sustainability should not be overlooked. This free resource allows visitors to explore the world of sustainable building in a relaxed and informative environment. Free brochures from the Energy Saving Trust are also available to take away. Staff and volunteers of Rounded Developments Enterprises are also on hand to advise on projects and to help develop them in the most sustainable manner. If you wish to use the library, which includes books on rammed earth, cob and straw bale building, as well as information on energy saving and renewable sources of energy, call in to the Sustainable Building Centre which is open from Tuesday to Saturday. Directions and opening times are available from the Rounded Developments Enterprises website at [www.rounded-developments.org.uk](http://www.rounded-developments.org.uk) or call on 029 2040 3399.

Mae **Rounded Developments Enterprises Ltd** sydd yn rhedeg y Ganolfan Adeilad Gynaliadwy yn Sblot yng Nghaerdydd wedi agor ei lyfrgell am adeiladu cynaliadwy i'r sector cyhoeddus a'r sector gwirfoddol. Mae'r prosiect hwn yn bosibl oherwydd grant gan Amgylchedd Cymru. Mae dyletswydd ar bob prosiect adeiladu nawr i fod mor eco-gyfeillgar â phosibl. Foddbynnag ni ddylid anwybyddu meysydd eraill o gynaliadwyedd cymdeithasol ac economaidd. Mae'r adnodd am ddim hwn yn caniatau i ymwelwyr ymchwilio byd adeiladu cynaliadwy mewn amgylchedd hamddenol a llawn gwybodaeth. Mae taflenni am ddim gan Yr Ymddiriedolaeth Arbed Ynni ar gael yno. Mae staff a gwirfoddolwyr o RDS wrth law i roi cyngor ar brosiectau ac i helpu eu datblygu yn y ffordd fwyaf gynaliadwy. Os hoffech ddefnyddio'r llyfrgell, sydd yn cynnwys gwybodaeth am arbed ynni ac adnoddau adnewyddadwy galwch i mewn i'r Ganolfan Adeilad Gynaliadwy sydd yn agored o ddydd Mawrth i ddydd Sadwrn. Mae cyfarwyddiadau ac amseroedd agor ar gael o wefan RDS [www.rounded-developments.org.uk](http://www.rounded-developments.org.uk) neu fffoniwch 02920 403399



## Voluntary Sector Contacts

The first step for many community groups is to approach their local CVC. Each of them has evolved their own ways for supporting project development. Some have lists of local Architects and designers, others have sources of grant funding for feasibility work. As they change so quickly, it is best to contact them directly for advice. Welsh County Voluntary Councils can be contacted as follows:

### **Anglesey**

Medrwn Môn,  
Shire Hall,  
Glanhwfa Road,  
Llangefni,  
Anglesey,  
LL77 7TS  
Telephone: 01248 724944

### **Blaenau Gwent**

GAVO  
16a Market Sq  
Brynmawr  
NP23 4AJ  
Telephone: 01495 315626

### **Bridgend**

BAVO  
112 - 113 Commercial St,  
Maesteg,  
CF34 9DL  
Telephone: 01656 810400

### **Caerphilly**

GAVO  
CAERPHILLY OFFICE  
16 Pentrebane Street,  
Caerphilly.  
CF83 1FR  
Telephone: 02920 88494

### **Cardiff**

Voluntary Action Cardiff  
Shand House  
2 Fitzalan Place  
Cardiff  
CF24 0BE  
Telephone: 02920 2048 5722

## Cysylltiadau â'r Sector Gwirfoddol

Y cam cyntaf i lawer o grŵpiau cymunedol yw cysylltu â'u Cyngor Sirol Gwirfoddol lleol. Mae pob un ohonynt wedi datblygu eu ffordd eu hunain o gefnogi datblygiad prosiect. Mae gan rai restrau o ddylunwyr a phenseiri lleol, mae gan eraill ffynhonellau cyllid grant ar gyfer gwaith dichonolwydd. Gan eu bod yn newid mor aml, mae'n well cysylltu â nhw yn uniongyrchol am gyngor. Gellir cysylltu â Chymdeithasau Cynghorau Gwirfoddol Sirol Cymru fel hyn:

### **Ynys Môn**

Medrwn Môn,  
Neuadd y Sir,  
Glanhwfa Road,  
Llangefni,  
Ynys Môn,  
LL77 7TS  
Ffôn: 01248 724944

### **Blaenau Gwent**

GAVO  
16a Market Sq  
Brynmawr  
NP23 4AJ  
Ffôn: 01495 315626

### **Pen-y-Bont ar Ogwr**

BAVO  
112 - 113 Commercial St,  
Maesteg,  
CF34 9DL  
Telephone: 01656 810400

### **Caerffili**

GAVO  
Swyddfa Gaerffili  
16 Pentrebane Street,  
Caerffili.  
CF83 1FR  
Ffôn: 02920 88494

### **Caerdydd**

Voluntary Action Cardiff  
Shand House, 2 Fitzalan Place  
Caerdydd  
CF24 0BE  
Ffôn: (029) 2048 5722



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### **Carmarthenshire**

CAVS  
Tŷ Carwyn,  
3 St. Peter's Street  
Carmarthen  
SA31 1LN  
Telephone: 01267 236367

### **Ceredigion**

CAVO  
Bryndulais  
67 Bridge Street  
Lampeter  
Ceredigion  
SA48 7AB  
Telephone: 01570 423232

### **Conwy**

CVSC  
Head Office  
8 Riviere's Avenue  
Colwyn Bay  
LL29 7DP  
Telephone: 01492 534091

### **Denbighshire**

DVSC  
Naylor Leyland Centre,  
Well Street,  
Ruthin,  
Denbighshire,  
LL15 1AF  
Telephone: 01824 702441

### **Flintshire**

Flint Local Voluntary Service  
The Manse  
Tyddyn St  
Mold  
CH7 1DX  
Telephone: 01352 755008

### **Gwynedd**

Mantell Gwynedd  
24-26 High Street  
CAERNARFON  
Gwynedd  
LL55 1RH  
Telephone: 01286 672626

### **Sir Gaerfyrddin**

CAVS  
Tŷ Carwyn,  
3 St. Peter's Street  
Caerfyrddin  
SA31 1LN  
Ffôn: 01267 236367

### **Ceredigion**

CAVO  
Bryndulais  
67 Bridge Street  
Llanbedr Pont Steffan  
Ceredigion  
SA48 7AB  
Ffôn: 01570 423232

### **Conwy**

CVSC  
Head Office  
8 Riviere's Avenue  
Bae Colwyn  
LL29 7DP  
Ffôn: 01492 534091

### **Sir Ddinbych**

DVSC  
Canolfan Naylor Leyland,  
Well Street,  
Rhuthun  
Sir Ddinbych  
LL15 1AF  
Ffôn: 01824 702441

### **Sir Y Fflint**

Flint Local Voluntary Service  
Y Mans  
Tyddyn St  
YR WYDDGRUG  
CH7 1DX  
Ffôn 01352 755008

### **Gwynedd**

Mantell Gwynedd  
24-26 High Street  
CAERNARFON  
Gwynedd  
LL55 1RH  
Ffôn: 01286 672626



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## CAMAU AT LWYDDIANT

### Newport

GAVO  
Tŷ Derwen  
Church Road  
Newport, NP19 7EJ  
Telephone: 01633 241550

### Merthyr Tydfil

Voluntary Action Merthyr Tydfil,  
Voluntary Action Centre,  
89-90 High Street,  
Merthyr Tydfil,  
CF47 8UH  
Telephone: 01685 353900

### Monmouthshire

GAVO  
Holly House  
Llancayo Court  
Llancayo  
Usk, NP15 1HY  
Telephone: 01291 672352

### Neath Port Talbot

Neath Port Talbot Council for Voluntary Service  
Tŷ Margaret Thorne  
17-19 Alfred Street  
Neath, SA11 1EF  
Telephone: 01639 631246

### Pembrokeshire

Pembrokeshire Association of Voluntary Services  
36-38 High Street  
Haverfordwest  
Pembrokeshire  
SA61 2DA  
Telephone: 01437 769422

### Powys

Plas Dolerw  
Milford Road  
Newtown, Powys  
SY16 2EH  
Telephone: 01686 626220

### Casnewydd

GAVO  
Tŷ Derwen  
Church Road  
Casnewydd, NP19 7EJ  
Ffôn: 01633 241550

### Merthyr Tudful

Voluntary Action Merthyr Tydfil,  
Voluntary Action Centre,  
89-90 High Street,  
Merthyr Tudful,  
CF47 8UH  
Ffôn 01685 353900

### Sir Fynwy

GAVO  
Holly House  
Llancayo Court  
Llancaeо  
Brynnbuga NP15 1HY  
Ffôn: 01291 672352

### Nedd Port Talbot

Neath Port Talbot Council for Voluntary Service  
Ty Margaret Thorne  
17-19 Alfred Street  
Castell-nedd  
SA11 1EF  
Ffôn: 01639 631246

### Sir Benfro

Pembrokeshire Association of Voluntary Services  
36-38 High Street  
Hwlffordd  
Sir Benfro  
SA61 2DA  
Ffôn: 01437 769422

### Powys

Plas Dolerw  
Milford Road  
Y Drenewydd  
Powys  
SY16 2EH  
Ffôn: 01686 626220



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## CAMAU AT LWYDDIANT

### RCT

Interlink,  
Maritime Offices,  
Woodland Terrace,  
Maesycoed, Pontypridd.  
CF37 1DZ.  
Telephone: 01443 485337.

### Swansea

S.C.V.S.  
Voluntary Action Centre  
7 Walter Road  
Swansea  
SA1 5NF  
Telephone: 01792 544000

### Torfaen

Torfaen Voluntary Alliance  
Portland Buildings  
Commercial Street  
Pontypool  
NP4 6JS  
Telephone: 01495 756646

### Vale of Glamorgan

Vale Centre for Voluntary Services  
Barry Community Enterprise Centre  
Skomer Road,  
Barry  
CF62 9DA  
Telephone: 01446 741706

### Wrexham

AVOW  
Tŷ Avow,  
21 Egerton Street,  
Wrexham,  
LL11 1ND  
Telephone: 01978 312556

### RCT

Interlink,  
Maritime Offices,  
Woodland Terrace,  
Maesycoed, Pontypridd.  
CF37 1DZ.  
Ffôn: 01443 485337.

### Abertawe

S.C.V.S.  
Voluntary Action Centre  
7 Walter Road  
Abertawe  
SA1 5NF  
Ffôn: 01792 544000

### Torfaen

Torfaen Voluntary Alliance  
Portland Buildings  
Commercial Street  
Pontypŵl  
NP4 6JS  
Ffôn: 01495 756646

### Bro Morgannwg

Vale Centre for Voluntary Services  
Barry Community Enterprise Centre  
Skomer Road,  
Y Barri  
CF62 9DA  
Ffôn: 01446 741706

### Wrecsam

AVOW  
Tŷ Avow  
21 Egerton ST  
Wrecsam  
LL11 1ND  
Telephone: 01978 312556



## 4.2

### Sample Documents

#### Design Brief (Community Hall)

At Capel Hendre in Carmarthenshire, after a full community survey had been carried out identifying local needs, an options analysis was developed exploring the different activities that could contribute to developing a sustainable centre.

A Community Drop-in day was then organised which aimed to

- Develop a vision for the project
- Identify the type of building that people wanted
- Agree the main activities that needed to go on there

The vision for the project was agreed as follows:

**“Capel Hendre needs a centre which will provide the community with up to date facilities, that will allow a wide range of activities to take place, is energy saving, attractive inside and out, and is fully accessible.”**

#### The Design Brief

In order to achieve this vision, they need a village hall which is sited in attractive surroundings, which complements local buildings, and enhances the area as a whole.

The building should be in traditional brick, possibly with some render to complement the character of the local housing. The building should be fully accessible to all and incorporate energy saving features. Ideally the building should be all on one level with no flights of steps.

#### There is a need for:

- A large hall (with demountable stage) with good storage facilities which are accessible from the hall. The hall should be at least 15m x

## 4.2

### Samplau o Ddogfennau

#### Bri'ff Dyluniad (Neuadd Gymunedol)

Yng Nghapel Hendre yn Sir Gaerfyrddin, ar ôl ymgymryd ag arolwg gymunedol lawn a ddynododd anghenion lleol, datblygwyd dadansoddiad o'r opsiynau yn ymchwilio i'r gwahanol weithgareddau a all gyfrannu at ddatblygu canolfan gynaliadwy.

Yna trefnwyd diwrnod cymunedol a anelodd at → ddatblygu gweledigaeth i'r prosiect  
→ ddarganfod y math o adeilad yr oedd pobl ei eisiau  
→ gytuno ar y prif weithgareddau yr oedd eu hangen ar y gymuned

Cytunwyd gweledigaeth i'r prosiect fel a ganlyn:

**“Mae Capel Hendre angen canolfan a fydd yn darparu cyfleusteriau cyfredol i'r gymuned, a fydd yn caniatau ystod eang o weithgareddau, sydd yn arbed ynni, yn ddeniadol i fewn a thu allan ac sydd yn hygrych i bawb.”**

#### Y Bri'ff Dyluniad

Er mwyn cyflawni'r weledigaeth hon, maent angen neuadd y pentref sydd wedi ei lleoli mewn lle deniadol, sydd yn gweddu i'r adeiladau lleol, ac sydd yn cyfoethogi'r ardal gyfan.

Dylai'r adeilad fod mewn bric traddodiadol, o bosibl gyda rendrad i weddu i gymeriad y tai lleol. Dylai'r adeilad fod yn gwbl hygrych i bawb a dylai gynnwys nodweddion arbed ynni. Yn ddelfrydol dylai'r adeilad fod ar un lefel heb ddim grisiau.

#### Mae angen:

- Neuadd fawr (gyda llwyfan symudol) gyda chyfleusteriau storio da sydd yn hygrych o'r neuadd. Dylai'r neuadd fod oleaf 15m x 8m i allu cynnal



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8m to accommodate activities such as short mat bowls.

- A smaller room with an alternative independent access (in case the play group is using the rest of the building) and store, to accommodate meetings for up to 30+ people theatre style
- kitchen – accessible directly off the hall, the smaller room, and off the entrance foyer
- café area – possibly a large lobby which can double as a café or as an additional meeting space and could accommodate 4 or 5 tables
- WCs – adequate for the hall when fully used, plus small wc's for playgroup users.

Externally there needs to be an enclosed safe play space for the playgroup, but also a seating area for other members of the community. There is already a play ground, and this needs to be incorporated in with future developments to ensure that it enhances the area and integrates with other features on the site.

The building should be designed to be as flexible as possible, in a way that minimises the likelihood of conflict between timetables and activities. It should also allow for future extension, either for general facilities, or for new changing rooms for the football teams, possible towards the rear. The following room schedule constitutes the recommended way forward in terms of physically developing the building, reflecting both the needs as expressed by the local community, and the best layout to allow the business development plan to move forward.

### Room Schedule

#### Main Hall

This room needs to be a good size, with good lighting and heating. A minimum length of 14m would allow short mat bowls to be developed there. A 15 x 8 hall for example, would allow about 80-100 people to be seated, if part of the hall were used for a stage. Thus, it would cater for fewer if there were a sit-down meal, and more for a disco or dance. It would also be large enough to cater for young people's activities.

#### Meeting/training room

A smaller room is required for meetings, classes and so on. If the space is to be dedicated to a play group, then at least 45sqm will be required, with separate external access, access to its own

gweithgareddau megis bowllo.

- Ystafell lai gyda mynedfa annibynnol ar wahan (rhag ofn bod y chwarae yn defnyddio gweddill yr adeilad) a stordy, i ddal i fyny at 30+ o bobl yn null theatr.
- Cegin – yn hygyrch yn uniongyrchol o'r neuadd, yr ystafell lai ac o'r cyntedd
- Caffi – o bosibl lobi fawr a all ddwblu fel caffi neu fan cyfarfod ychwanegol ac sydd yn gallu dal 4 neu 5 o fyrrdau
- Toiledau – addas i'r neuadd pan gaiff ei defnyddio i'r eithaf a thoiledau bychain i'r plant.

Y tu allan mae angen man chwarae ddiogel i'r grŵp chwarae ond hefyd ardal i aelodau eraill o'r gymuned eistedd.

Mae maes chwarae yno yn barod ac rhaid i hwn gael ei gynnwys gyda datblygiadau newydd i sicrhau ei fod yn gwella'r ardal a'i fod yn cyd-fynd â nodweddion eraill ar y safle.

Dylai'r adeilad gael ei ddylunio i fod mor hyblyg â phosibl, mewn ffordd sy'n lleihau'r tebygrwydd o wrthdarol rhwng amserlenni a gweithgareddau. Dylai hefyd ganiatau estyniad yn y dyfodol, un ai i gyfleusterau cyffredinol neu ar gyfer ystafelloedd newid i'r timau pêl-droed, efallai yng nghefn yr adeilad. Mae'r atodiad ystafelloedd isod yn dangos y ffordd ymlaen a argymhellir yn nhermau datblygu'r adeilad, yn adlewyrchu yr anghenion a fynegwyd gan y gymuned a'r ffordd orau i ganiatau cynllun datblygu busnes i symud ymlaen.

### Atodiad Ystafelloedd

#### Y Prif Neuadd

Mae angen i'r ystafell hon fod yn faint dda, gyda golau a gwres da. Basai hyd o 14m yn caniatau i fowlia gael ei ddatblygu yno. Basai neuadd 15m x 8m er enghraifft yn caniatau tua 80 – 100 o bobl yn eistedd, tasai rhan o'r ystafell yn cael ei defnyddio fel llwyfan. Felly basai'n dal llai o bobl i bryd o fwyd ffurfiol ac yn dal mwy i ddisgo neu i ddawns. Basai hefyd yn ddigon mawr i gynnal gweithgareddau pobl ifanc.

#### Ystafell gyfarfod / hyfforddi

Mae angen ystafell lai i gyfarfodydd, dosbarthiadau ac yn y blaen. Os yw'r lle am gael ei ddefnyddio gan cylch chwarae yna bydd angen oleiaf 45medr sgwar, gyda mynediad o'r tu allan ar wahan, mynediad i'w doledau ei hun, mynediad i'r gegin a stordy. Ar y llaw arall, gellir defnyddio'r ystafell lai i



wc, access to the kitchen and its own storage. Alternatively, the smaller room could be provided for meetings and training etc, and the play group use the main hall, to optimise use of the whole facility.

**Entrance lobby café and wc's and kitchen**  
A lobby is required to function as a welcoming area for users and people looking for information and company. The lobby needs to provide a welcoming entrance which links common facilities such as WC's and kitchen, and which should be independently accessible. If the café is to be part of the reception area, then issues such as circulation, views out, and so on need to be taken into account. The inclusion of an internet point should also be considered.

### Access

The building needs to be fully accessible. It should also provide a hearing loop, and colours and surfacings should take into account the needs of the visually impaired.

### Storage

Storage is a major issue for community halls, and the provision of dedicated storage both to the hall, and other rooms is very important – particularly when a range of groups are intended to use the spaces.

### Office

If possible, the Committee would like a small room which can be used as a base for their activities and administration, and which is big enough for a desk and filing cabinet.

### Environmentally friendly options

Insulation to roof and walls should be to the highest standards with double glazing throughout, and energy efficient central heating. There are a range of additional measures such as solar panels and underfloor heating that the Committee would be willing to consider if they can be shown to be value for money, as environmentally friendly options tend to be more expensive at the outset.,

gyfarfodydd a hyfforddi ac ati a gall y cylch chwarae ddefnyddio'r brif neuadd, er mwyn gwneud y defnydd gorau o'r gyfleuster i gyd.

Y cyntedd, caffi, toiledau a chegin Mae angen i'r cyntedd weithio fel ardal i groesawu defnyddwyr a phobl yn chwilio am wybodaeth a chwmni. Dylai'r cyntedd ddarparu mynedfa groesawus sydd hefyd yn cysylltu adnoddau cyffredin megis y toiledau a'r gegin ac a ddylai fod yn hygrych ar wahan i weddill yr adeilad. Os yd'y caffi am fod yn rhan o'r ardal groesawu yna rhaid ystyried materion fel symud o gwmpas, yr olygfa allan ac ati. Dylid ystyried cynnwys cysylltiad â'r rhyngrwyd hefyd.

### Mynediad

Rhaid i'r adeilad fod yn hygrych i bawb. Dylai ddarparu cymhorthion clywed a dylid ystyried lliwiau ac arwynebau i ddiwallu anghenion pobl â nam gweledol.

### Storfeydd

Mae hwn yn fater o bwys mawr i neuaddau cymunedol ac mae darparu storfeydd neilltuol ar gyfer y neuadd a'r ystafelloedd eraill yn hynod o bwysig – yn arbennig pan disgwylir i ystod o grwpiau ddefnyddio'r lle.

### Swyddfa

Os yn bosibl hoffai'r Pwyllgor gael ystafell fechan a all gael ei defnyddio fel sail i'w weithgareddau ac i weinyddiaeth yr adeilad ac sydd yn ddigon mawr i ddal desg a chwpwrdd ffeilio.

### Opsiynau eco-gyfeillgar

Dylai'r to a'r welydd gael eu hinsiwleiddio i'r safonau uchaf gyda ffenestri dwbl drwy'r adeilad a gwres canolog sy'n arbed ynni. Mae hefyd ystod o fesurau ychwanegol y basai'r Pwyllgor yn fodlon eu hystyried, fel paneli solar a gwres o dan y llawr, tasai'n bosibl dangos eu bod yn werth yr arian, gan fod opsiynau eco-gyfeillgar yn dueddol o fod yn ddrytach ar y dechrau.



## Sample Consultant's Brief

for a Feasibility Study for a Voluntary and Community Resource Centre

### 1. Background Information

XXX Council for Voluntary Service is an umbrella organisation that provides advice, information and development support services to voluntary and community organisations based XXX. It is an unincorporated registered charity which has X years experience of co-ordinating voluntary action and of representing, developing and supporting the voluntary and community sector in XXX.

XXX is governed by its members (voluntary and community groups operating within the area) through an elected executive committee. The organisation currently has X members, and an executive committee of X voting members and X non-voting representatives of local statutory agencies.

### 2. Purpose of the consultancy:

XXXX has received funding from the Community Fund for the first phase of a two-phase project to develop a voluntary & community sector resource centre.

Ultimately our plan is to develop a Resource Centre providing a permanent office base for 2-3 voluntary/ community groups including XXX and its volunteer bureau, a number of 'starter' offices for newly established or developing voluntary and community groups, accessible and affordable training/meeting /conference facilities for use by voluntary and community groups, a library and computer/ICT facility, a café and informal meeting/networking space.

The voluntary and community sector in XX has identified the lack of affordable and accessible accommodation as a key problem it faces and one of the reasons why it remains under developed.

The first phase of this project will lay the foundations for successful funding bids to secure land/property and to undertake the refurbishment/ construction of a resource centre for the voluntary & community sector. To this end we are seeking a consultant to undertake the following tasks:

## Enghraift Bn̄ff Ymgynghorydd

i Astudiaeth Ddichonolrwydd i Ganolfan Adnoddau Gymunedol a Gwirfoddol

### 1 Gwybodaeth gefndirol

Mae Cyngor Gwasanaeth Gwirfoddol XXX yn sefydliad sy'n darparu cyngor, gwybodaeth a gwasanaethau cefnogi datblygiad i fudiadau gwirfoddol a chymunedol. Mae'n elusen gofrestredig anghorfforedig ac mae ganddi brofiad dros x mlynedd o gyd-lyn u gweithrediad gwirfoddol ac o gynrychioli, datblygu a chefnogi'r sector gwirfoddol a chymunedol yn XXX.

Caiff XXX ei gweinyddu gan ei aelodau (grŵpiau gwirfoddol a chymunedol yn gweithredu yn yr ardal) drwy bwylgor gweithredu etholedig. Mae gan y sefydliad x o aelodau ar hyn o bryd a phwylgor gweithredol o x aelodau a all bleidleisio a x o gynrychiolwyr heb bleidlais o asiantaethau statudol lleol.

### 2. Pwrpas yr ymgynghoriad

Mae XXX wedi derbyn cyllid gan y Gronfa Gymunedol i ran gyntaf prosiect dau ran i ddatblygu Canolfan Adnoddau Gymunedol a Gwirfoddol.

Yn y pendraw ein cynllun yw datblygu canolfan adnoddau yn darparu safle swyddfa barhaol i 2 - 3 o grŵpiau gwirfoddol / cymunedol yn cynnwys XXX a'i swyddfa wirfoddol, nifer o swyddfeydd dechreul i grŵpiau gwirfoddol a chymunedol newydd eu sefydlu neu sy'n datblygu, cyfleusterau hyfforddi / cyfarfod / cynhadleddol hygrych a fforddiadwy i w defnyddio gan grŵpiau gwirfoddol / cymunedol, llyfrgell, cyfleuster cyfrifiadurol, caffi a man cyfarfod anffurfiol.

Mae'r sector gwirfoddol a chymunedol yn XX wedi dynodi diffyg adeilad hygrych a fforddiadwy fel problem allweddol y maent yn eu wynebu ac yn un o'r rhesymau y mae'n parhau heb ei ddatblygu.

Bydd rhan gyntaf y prosiect yn gosod sylfeini i dderbyn bidiau llwyddiannus i brynu tir/eiddo ac i ymgymryd ag adeiladu / adnewyddu canolfan adnoddau i'r sector gwirfoddol a chymunedol. I'r diben hwn rydym yn chwilio am ymgynghorydd i gyflawni'r tasgau hyn:

# STEPS TO SUCCESS

## CAMAU AT LWYDDIANT



- Undertake a needs analysis of the voluntary and community sector in XXX in relation to a proposed resource centre
- Identify currently existing premises available to the voluntary and community sector for hire at affordable rates from public, private and voluntary sector sources
- Undertake an options appraisal and identify sites/properties suitable for the development of a resource centre
- Produce initial designs, based on consultation & secure necessary planning opinion & outline approval for the development of a resource centre
- Undertake a feasibility study and produce a business plan for the resource centre
- Identify suitable funders for stage two of the project

### 3. Timescales & Process:

We are aiming to have a consultant in post by XXX and the project must be completed by the end of XXX.

We are seeking a consultant who can work inclusively with a diverse range of voluntary and community groups. XXX is committed to ensuring that the voluntary and community sector are kept fully informed and consulted throughout this project. The consultancy can be divided into two separate parts:

- (i) research & consultation (needs analysis, research into existing facilities, consultation with voluntary and community organisations etc) and
- (ii) planning (architects drawings, surveyors, feasibility studies and business plans)

You will be expected to identify which parts of the work you intend to undertake and the costs associated with these in your tender bid.

XXX will be ultimately responsible for managing the project and ensuring that project outputs and outcomes are delivered. However, we will also have put in place a steering group made up of voluntary and community groups with a specific interest in the project and a technical support group made up of statutory agencies with particular expertise in projects of this sort. Ultimately we will need to establish a partnership group comprised of voluntary, statutory and private sector organisations and anticipate that the consultant will be able to assist in identifying suitable people to help form this partnership group.

- Ymgymryd â dadansoddi anghenion y sector gwirfoddol a chymunedol yn XXX mewn perthynas â'r ganolfan adnoddau arfaethedig.
- Darganfod adeilad y gall y sector gwirfoddol a chymunedol ei heirio am swm fforddiadwy gan ffynhonellau cyhoeddus, preifat a gwirfoddol.
- Ymgymryd â gwerthfawrogiad o'r opsiynau a darganfod safleoedd / eiddo addas i'w datblygu fel canolfan adnodd.
- Cynhyrchu dyluniadau dechreuoedd, wedi eu seilio ar ymgynghoriad a chaffael barn cynllunio angenrheidiol a chaniatad i ddatblygu canolfan adnodd.
- Ymgymryd ag astudiaeth ddichonolrwydd a chynhyrchu cynllun busnes i'r ganolfan adnodd.
- Darganfod cyllidwyr addas i ail ran y prosiect.

### 3. Amserlen a'r Broses

Rydym yn bwriadu penodi ymgynghorydd erbyn XXX a rhaid i'r prosiect gael ei gwblhau erbyn XXX. Rydym yn chwilio am yngynghorydd sy'n gallu gweithio yn gynhwysol gydag ystod eang o grwpiau gwirfoddol a chymunedol. Mae XXX yn ymrwymiedig i sicrhau bod ymgynghori gyda'r sector gwirfoddol a chymunedol yn parhau drwy gydol y broses a'u bod yn derbyn y wybodaeth i gyd. Gellir rhannu'r ymgynghoriad yn ddau ran:

- (i) Ymchwil ac ymgynghoriad (dadansoddiad anghenion, ymchwil i adnoddau sy'n bodoli, ymgynghoriad gyda mudiadau gwirfoddol a chymunedol) a
- (ii) Cynllunio (cynlluniau penseiri, syrfewyr, astudiaethau dichonolrwydd a chynlluniau busnes) Disgwylir i chi ddynodi pa rannau o'r gwaith rydych yn barod i ymgymryd â fo a'r costau cysylltiedig yn eich bid tendro.

Bydd XXX yn gyfrifol am reoli'r prosiect a sicrhau bod y prosiect yn cael ei gwblhau. Foddbynnag bydd rhaid hefyd sefydlu grŵp Llywio yn cynnwys grwpiau gwirfoddol a chymunedol gyda diddordeb neilltuol yn y prosiect a grŵp cefnogi technegol yn cynnwys asiantaethau statudol gydag arbenigedd penodol mewn prosiectau o'r math hwn. Yn y pendraw bydd rhaid i ni sefydlu partneriaeth yn cynnwys mudiadau sector gwirfoddol, statudol a phreifat a rhagddisgwyl y bydd yr ymgynghorydd yn gallu rhoi cymorth i ddarganfod pobl addas i ffurfio'r bartneriaeth hon.



### 4. Equipment & resources

XXX will make available to the consultant:

- Office space (shared), access to a telephone & computer
- Access to XXXX database of voluntary and community groups including contact details
- Administrative assistance with organising consultation/research events

### 5. Tender Process

Please provide a fixed fee quote, including all expenses and VAT for completion of all work to be undertaken. Your quote should be in writing and should be returned to XXX by (time) on (date). We expect to shortlist during the week commencing xxx and to hold interviews during the week commencing xx.

Your written quotation should include:

- Details of which aspects of the work you are proposing to undertake and how you propose to undertake the work – methodology & process
- How much time you feel is necessary to allocate to each task and to liaison with XXX's Director, the steering group and technical assistance group – a timetable identifying key stages would be useful
- Details of relevant experience in this type of project, including examples of recent comparable projects in which your organisation has played a lead role, together with the name of the contact within the organisation.
- Details of the personnel who will be involved in the work, their relevant experience, their charging rate and the number of hours they will devote to specific tasks

Fees will be payable on satisfactory completion of agreed stages and on submission of an invoice. The deadline for the completion of all work including the production of an agreed feasibility study and business plan is the end of XXXX.

All reports, studies and plans should be made available to XXX in both paper and electronic form and will be the property of XXX.

### 4. Offer ac adnoddau

Bydd XXX yn sicrhau bod y canlynol ar gael i'r ymgynghorydd:

- lle mewn swyddfa, defnydd o ffôn a chyfrifiadur
- defnydd o fâs-ddata y grwpiau gwirfoddol a chymunedol yn cynnwys eu manylion cyswllt
- cymorth gweinyddol gyda threfnu digwyddiadau ymgynghori/ymchwil

### 5. Y Broses Tendro

Gosodwch bris penodedig, yn cynnwys costau a TAW i gwblhau yr holl waith. Dylai eich pris gosod fod yn ysgrifenedig a dylid ei ddychwelyd i XX erbyn [amser] ar [dyddiad]. Rydym yn gobeithio tynnu rhestr fer yn ystod yr wythnos yn dechrau XX ac i gynnal cyfweliadau yn ystod yr wythnos yn dechrau XX.

Dylai eich pris gosod ysgrifenedig gynnwys:

- manylion o ba agweddu o'r gwaith rydych yn bwriadu ymgymryd â hwy a sut y bwriadwch eu gwneud – methodoleg a phroses
- Faint o amser y byddwch yn ei roi i bob tasg ac i gydweithio gyda Cyfarwyddwr XXX, y grŵp llywio a'r grŵp cefnogi technegol – basai amserlen yn dynodi'r cyfnodau allweddol yn ddefnyddiol.
- Manylion o brofiad perthnasol gyda prosiect o'r math, yn cynnwys esiamplau o broiectau diweddar cyffelyb ble roedd eich mudiad yn flaenllaw, yn ogystal ag enw rhywun o fewn y mudiad.
- Manylion o'r bobl a fydd ynghlwm â'r gwaith, eu profiad perthnasol, eu cost a'r nifer o oriau y byddant yn eu treulio ar dasgau neilltuol.

Telir y ffiocedd pan offennir rhannau penodedig o'r gwaith ac ar ôl derbyn anfoneb. Dyddiad cau yr holl waith yn cynnwys cynhyrchu astudiaeth ddichonolrwydd a chynllun busnes yw diwedd XXX.

Dylai'r holl adroddiadau, astudiaethau a chynlluniau fod ar gael i XXX (ar bapur ac yn electroneg) a byddant yn eiddo i XXX.



# **STEPS TO SUCCESS**

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## **CAMAU AT LWYDDIANT**

## **SAMPLE PROJECT PROGRAMME**

## **ENGHRAIFFT O RAGLEN PROSIECT**

## The RIBA Plan of Work

This is a robust process protocol which describes the activities from appraising the clients requirements through to post construction. The stages are also used in the appointing documents to help identify the architect's services.

**A: Appraisal** Identification of client's requirements and possible constraints on development.

Preparation of studies to enable the client to decide whether to proceed and to select probable procurement method.

**B: Strategic Brief** by, or on behalf of, the client confirming key requirements and constraints. Identification of procedures, organisational structure and range of consultants and others to be engaged for the project. Identifies the strategic brief

**C: Outline Proposals.** Commence development of strategic brief into full project brief. Preparation of outline proposals and estimate of cost. Review of procurement route.

**D: Detailed Proposals.** Complete development of the project brief. Preparation of detailed proposals. Application for full development control approval.

**E: Final Proposals.** Preparation of final proposals for the Project sufficient for co-ordination of all components and elements of the Project.

**F: Production Information.** Preparation of production information in sufficient detail to enable a tender or tenders to be obtained. Application for statutory approvals.

**G: Tender Documentation.** Preparation and collation of tender documentation in sufficient detail to enable a tender or tenders to be obtained for the construction of the Project.

**H: Tender Action.** Identification and evaluation of potential contractors and/or specialists for the construction of the project. Obtaining and appraising tenders and submission of recommendations to the client.

## Cynllun gwaith RIBA

Protocol proses cadarn ydy hwn sy'n disgrifio'r gwahanol gamau o gyfnod gwerthuso anghenion y cleient i'r cyfnod ôl-adeiladu. Mae'r cyfnodau hefyd yn cael eu defnyddio yn y dogfennau penodi i helpu dynodi gwasanaethau'r pensaer.

**A. Adnabyddiaeth** gwerthusiad anghenion y cleient a'r cyfngiadau posibl ar y datblygiad. Paratoi astudiaethau i alluogi'r cleient i benderfynu prun ai i fynd ymlaen â'r gwaith ac i ddewis dull caffael tebygol.

**B. Briff Strategol** gan, neu ar ran, y cleient yn cadarnhau anghenion allweddol a'r cyfngiadau. Adnabyddiaeth o ddulliau gweithredu, strwythur sefydliadol ac ystod yr ymgynghorwyr ac eraill i'w penodi i'r prosiect. (Mae'n dynodi'r briff strategol

**C. Cynigion cychwynnol.** Dechrau datblygiad y briff strategol i'w newid i briff prosiect llawn. Paratoi'r cynigion cychwynnol ac amcangyfrif o'r gost. Adolygiad o'r cynllunio caffael.

**D. Cynigion manwl.** Gorffen datblygiad y briff prosiect. Paratoi cynigion manwl. Cais am ganiatad rheolaeth datblygiad llawn.

**E. Cynigion terfynol.** Paratoi cynigion terfynol i'r prosiect a fydd yn ddigonol i gyd-drefnu holl gyfansoddion ac elfennau'r prosiect.

**F. Gwybodaeth gynhyrchu.** Paratoi gwybodaeth gynhyrchu mewn digon o fanylder i alluogi cael tendr neu dendrau. Cais am ganiatad statudol.

**G. Dogfennau tendro.** Paratoi a choledu dogfennau tendro mewn digon o fanylder i alluogi sicrhau tendr neu dendrau i adeiladu'r prosiect.

**H. Gweithredu tendr.** Adnabod a gwerthuso contractwyr posibl ac / neu arbenigwyr i adeiladu'r prosiect. Cael a gwerthuso tendrau a rhoi argymhellion gerbron y cleient.



# STEPS TO SUCCESS

## CAMAU AT LWYDDIANT

**J: Mobilisation.** Letting the building contract, appointing the contractor. Issuing of production information to the contractor. Arranging site handover to the contractor.

**K: Construction to Practical Completion.**

Administration of the building contract up to and including practical completion. Provision to the contractor of further information as and when reasonably required.

**L: After Practical Completion.** Administration of the building contract after practical completion. Making final inspections and settling the final account. [Clearly separated from the construction phase]

Taken from RIBA website [www.architecture.com](http://www.architecture.com)

**J. Gweithredu.** Gosod y cytundeb adeiladu, penodi contractwr. Rhoi gwybodaeth gynhyrchu i'r contractwr. Trefnu trosglwyddiad y safle i'r contractwr.

**K. Adeiladu tan y cwblhad ymarferol.**

Gweinyddu'r cytundeb adeiladu tan ac yn cynnwys y cwblhad ymarferol. Rhoi mwy o wybodaeth i'r contractwr fel a phryd, o fewn rheswm, mae'r angen.

**L. Wedi'r cwblhad ymarferol.** Gweinyddu'r cytundeb adeiladu wedi'r cwblhad ymarferol. Gwneud archwiliadau terfynol a thalu'r cyfrifon terfynol. (Wedi ei wahaniaethu yn glir o'r cyfnod adeiladu)

Gweler gwefan RIBA [www.architecture.com](http://www.architecture.com)



### 4.3

## General Assistance Books and resources

### **Creating Excellent Buildings (a guide for clients)** by CABE

This can be downloaded from their website and is full of further contacts and a very detailed guide on how to develop a large building project. It also has sections on choosing Design Teams, Contractors, and so on. Its 250 pages of information may be too complicated for smaller projects, but it does open up the whole process to the general public in a very accessible way.

[www.cabe.org.uk](http://www.cabe.org.uk)

### **“Do you love your building”**

by CTAC Manchester

CTAC in Manchester has a website, with a ‘do you love your building?’ check list (see [www.ctac.co.uk](http://www.ctac.co.uk)) which provides a self assessment questionnaire for community building managers – this gives some indication of the responsibilities involved with managing and running a community building.

### **Project Planner**

by Community Design (as CDG) produced a project planner with funding through the Coalfields Regeneration Trust. This provides work sheets and poster guide, so that groups can work through the stages in a logical manner.

### **Making Connections**

by Community Design (as CDG)

A project development pack with resources for developing design led projects. These were circulated to all Communities First areas but can be obtained by contacting [www.communitydesign.demon.co.uk](http://www.communitydesign.demon.co.uk)

The Centre for Accessible Environments (CAE) is the UK's leading authority on inclusive design. They

### 4.3

## Cymorth cyffredinol Llyfrau ac adnoddau

### **Creu Adeiladau Ardderchog (canllaw i'r cleientiaid)** gan CABE

Gellir lawrlwytho hwn o'u gwefan ac mae'n llawn o gysylltiadau eraill a chyfeirlyfr manwl iawn ar sut i ddatblygu prosiect adeiladu mawr. Mae ganddo hefyd adrannau ar ddewis dim to Gach mau dylunio, contractwyr ac yn y blaen. Gellir fod ei 250 o dudalennau o wybodaeth yn rhy gymhleth i brosiectau llai ond mae'n agor y broses i gyd i'r cyhoedd mewn ffordd hygrych iawn.

[www.cabe.org.uk](http://www.cabe.org.uk)

Check the following statements:	Yes	No	Some	Don't know
We have met ALL our legal obligations	■	■	■	■
I never turn a blind eye to bad practice	■	■	■	■
I regularly monitor and evaluate all we do	■	■	■	■
I budget for unexpected costs	■	■	■	■
Our building is fully disabled accessible according to current laws	■	■	■	■
I regularly do a maintenance check based on a written schedule	■	■	■	■
I do training often, and I understand the value of training	■	■	■	■
I know what all the other people involved in the building do	■	■	■	■
I know who ultimately owns our building	■	■	■	■
Users of the building know how to report a problem when they have one	■	■	■	■

### **“Do you love your building”**

gan CTAC Manceinion

Mae gan CTAC ym Manceinion wefan gyda rhestr wirio “a ydych yn caru eich adeilad” (gweler [www.ctac.co.uk](http://www.ctac.co.uk)) sy'n darparu holiadur hunan werthuso i reolwyr adeiladu cymunedol – mae'n dangos rhai o'r cyfrifoldebau ynghlwm â rhedeg a rheoli adeilad cymunedol.

Cynllunio Prosiect gan Dylunio Cymunedol

Cynhyrchodd Dylunio

Cymunedol (yn gweithredu fel CDG) gynnllun prosiect gyda chyllid gan Ymddiriedolaeth

Adnewyddiad Coalfields. Mae hwn yn darparu taflenni gwaith a phoster cyfarwyddo fel y gall grwpiau weithio drwy'r camau mewn ffordd rhesymegol.

Gwneud Cysylltiadau gan Dylunio Cymunedol (yn gweithredu fel CDG)

Pecyn datblygu prosiect gydag adnoddau i ddatblygu prosiectau a arweinir gan ddylunio. Cawsant eu dosbarthu i bob ardal Cymunedau yn Gyntaf ond gellir eu cael drwy gysylltu â [www.communitydesign.demon.co.uk](http://www.communitydesign.demon.co.uk)

The Centre for Accessible Environments (CAE) Hwn yw'r awdurdod mwy blaenllaw yn y DU ar ddylunio cynhwysol. Maent yn anelu at sicrhau



# STEPS TO SUCCESS

## CAMAU AT LWYDDIANT

aim to help secure a built environment that is usable by everyone, including disabled and older people. CAE pioneered the provision of access guidance for building designers based on collaborative research with disabled people. CAE is a leader in developing the case for designing for disabled people in the context of mainstream inclusive design.

Inclusive design is about making places that everyone can use. The way places are designed affects our ability to move, see, hear and communicate effectively. Inclusive design aims to remove the barriers that create undue effort and separation. It enables everyone to participate equally, confidently and independently in everyday activities.

Inclusive design as defined by CAE:

- places people at the heart of the design process
- responds to human diversity and difference
- offers dignity, autonomy and choice
- provides for flexibility in use

[www.cae.org.uk](http://www.cae.org.uk)

amgylchedd adeiledig y gall pawb ei defnyddio, yn cynnwys yr anabl a phobl mewn oed. CAE arloesodd y ddarpariaeth o arweiniad ar hygyrchedd i ddylunwyr adeiladau seiliedig ar ymchwil cydweithrediol gyda phobl anabl. Mae CAE yn arwain y ffordd i ddylunio i bobl anabl yng nghyd-destun dylunio cynhwysol prif-ffrwd.

Golyga dylunio cynhwysol creu mangreodd y gall pawb eu defnyddio. Mae'r ffordd y caiff mangreodd eu dylunio yn effeithio ar ein gallu i symud, i weld, i glywed ac i gyfathrebu yn effeithiol. Mae'r dylunio cynhwysol yn ceisio dileu y rhwystrau sy'n creu ymdrech ac ymwhaniad gormodol. Mae'n caniatau i bawb gyfranogi yn gyfartal, yn hyderus ac yn annibynnol mewn gweithgareddau bob dydd. Dylunio cynhwysol fel y'i diffinir gan CAE

- mae'n rhoi pobl yng nghanol y broses dylunio
- mae'n ymateb i amrywiaeth a gwahaniaeth dynol
- mae'n cynnig urddas, ymreolaeth a dewis
- mae'n darparu hyblygrwydd o ddefnydd

[www.cae.org.uk](http://www.cae.org.uk)



## Places and projects to visit

Very often, visiting other projects can help you firm up your ideas and talking to other people about their experiences can provide valuable tips on the best way forward.

Besides the cases studies, below are some places you might want to consider visiting – this section will grow as projects are recommended. Always contact the organisation concerned before going, to see if it's convenient and if they're happy to show you around.

### **Community House Peace Garden,**

Newport

This fully enclosed garden provides an oasis of calm, and safe play space for users of the community centre. It was designed jointly with the local multi-ethnic community. Particular attention has been paid to the use of materials and planting.



### **Wyndham Vowles Community Hall,**

Cwmtyleri, Blaenau Gwent.

This is a small new build community hall in the centre of Cwmtyleri, with a main hall, meeting / training room and lobby / café space. It cost in the region of £400,000 including a car park at 2004 prices.



### **Feelgood Factory,**

Abercynon

Converted chapel building – innovative use of old building for contemporary use. Incorporates up to date detailing and design while retaining spirit of the old building.



## Lleoedd a phrosiectau i'w gweld

Yn aml, gall ymweld â phrosiectau eraill eich helpu i wneud eich syniadau yn gliriach a gall siarad â phobl eraill am eu profiadau roi syniadau gwerthfawr am y ffordd orau ymlaen.

Ar wahan i'r astudiaethau achos isod mae rhai lleoedd efallai y buasech yn ystyried eu gweld - bydd y rhan hwn yn tyfu fel y caiff mwy o brosiectau eu hargymhell. Cysylltwch â'r mudiad cyn mynd bob amser i weld a yw'n gyfleus ac a ydynt yn hapus i ddangos y prosiect i chi.

### **Gardd Heddwch Tŷ Cymuned**

Casnewydd

Mae'r ardd gwbl amgaëdig hon yn darparu lle chwarae diogel a digyffro i ddefnyddwyr y ganolfan gymunedol. Cafodd ei dylunio ar y cyd gyda'r gymuned leol amlhiliol. Rhoddwyd sylw arbennig i'r defnydd o ddeunyddiau ac i'r plannu.

### **Neuadd Gymunedol Wyndham Vowles**

Cwmtyleri, Blaenau Gwent

Mae hon yn neuadd gymunedol fechan newydd ei adeiladu yng nghanol Cwmtyleri, gyda phrif neuadd, ystafell gyfarfod / hyfforddi a chyntedd a chaffi. Y gost yn 2004 oedd £400,000 yn cynnwys maes parcio.

### **Ffatri Feelgood**

Abercynon

Hen gapel wedi ei addasu – defnydd ddyfeisgar o hen adeilad i ddefnydd cyfoes. Mae'n cynnwys dylunio a manyldeb cyfoes tra'n cadw ysbryd yr hen adeilad.

# STEPS TO SUCCESS

## CAMAU AT LWYDDIANT



### Valleys Kids' Soar Centre,

Penygraig, RCT

After four years of fundraising and over a year of renovation, a £2.4 million investment (2006 prices) transformed a stately Baptist Chapel and community centre into a beautiful state of the art community and arts centre, complete with a double storey glass extension.

### Penyrenglyn Project,

Treherbert, RCT

Innovative conversion of row of former council houses to provide state of the art community / youth centre in the heart of a housing estate. The designers have used contemporary materials and elements to update these 1960's buildings.

### Cwmaman Institute

Cwmaman, Aberdare, RCT

Cwmaman Institute is a vibrant link with the industrial past of the South Wales Valleys. A totally new building that has been constructed on the site of the original miners' institute, it is now a unique venue that caters for conferences, weddings, the arts and live entertainment, as well as acting as a focus for over 40 societies that belong to the local community.

Located in the small former mining village of Cwmaman, there are function rooms, a cinema, cultural workspaces, 2 bars and an excellent fitness suite with trained staff. They are open 7 days a week from 10am to 11pm - often later- and admission is free



### Canolfan Soar Plant y Cymoedd

Penygraig, Rhondda, Cynon, Taf

Ar ôl pedair blynedd o godi arian a thros flwyddyn o adnewyddu trawsnewidiodd £2.4 miliwn o fuddsoddiad Gapel y Bedyddwyr urddasol a chanolfan gymunedol i ganolfan gymunedol y celfyddydau hardd gyfoes, gydag estyniad gwydr daw lawr.



### Prosiet Penyrenglyn

Treherbert, Rhondda Cynon Taf

Addasiad ddyfeisgar o res o hen dai cyngor i ddarparu canolfan gymunedol / ieuenciad gyfoes yng nghanol y stâd tai. Mae'r dylunwyr wedi defnyddio deunyddiau ac elfennau cyfoes i ddiweddar yr adeiladau hyn o'r 1960au.



### Sefydliad Cwmaman

Cwmaman, Aberdâr, Rhondda Cynon Taf

Mae Sefydliad Cwmaman yn gysylltiad bywiog gyda gorffennol diwydiannol Cymoedd De Cymru. Adeilad gwbl newydd a adeiladwyd ar safle Sefydliad y Glöwyr gwreiddiol, mae nawr yn leoliad unigryw sy'n cynnal cynthiadeddau, priodasau, y celfyddydau ac adloniant byw yn ogystal â gweithio fel ffocws i dros 40 o gymdeithasau sy'n perthyn i'r gymuned leol.

Wedi ei lleoli yn hen bentref glofaol Cwmaman, mae ystafelloedd, sinema, mannau celfyddydol, dau far ac ystafell ffitrwydd gyda staff hyfforddodedig. Maent yn agored 7 diwrnod yr wythnos o 10.00 y bore tan 11.00 yr hwyr – yn hwyrach yn aml – ac mae mynediad am ddim.

### Section 4.4

#### Glossary of terms

##### Community Design or Community Technical Aid

This is the process of opening up the design and planning process to facilitate a dialogue with local communities. The aim is to ensure that designs reflect the needs of local people and that they have been consulted at all stages.

Community Technical Aid or Community Design Centres, exist to serve local communities whilst providing professional design services.. In Northern Ireland there is one in Belfast, in England there are three or four, and in Wales there is just one (Community Design) in Newport, Gwent).

##### CVC

County Voluntary Council, this is a generic term, sometimes they are known as an Association of Voluntary Organisations, or Council of Voluntary Services. They are the umbrella body for local community groups and voluntary organisations within their county and can provide advice on a wide range of issues.

##### Estimate

On large scale projects, funders will require a budget estimate prepared by a Quantity Surveyor, of what your project is expected to cost. They do not require you to go out to tender for competitive bids or quotes. Sometimes you can prevail upon local contractors and suppliers to provide estimates to support applications.

##### Feasibility Study

This looks into whether a project might be feasible by exploring key issues concerning the site, condition of an existing building, whether what you want to do can be contained within the spaces you have and so on. However, when looking at the feasibility of a Building for example, an Architect will generally only look at building and site issues, not necessarily at the associated issues of community need, benefit or future sustainability. Be sure to specify exactly what you want out of your study – and make sure you have a realistic fee to pay for it.

### Rhan 4.4

#### Rhestr Termau

##### Dylunio Cymunedol neu Cymorth Technegol Cymunedol

Dyma'r broses o agor y broses dylunio a chynllunio i alluogi cyfathrebu gyda chymunedau lleol. Y nod yw sicrhau fod y dyluniadau yn adlewyrchu anghenion pobl leol a'u bod yn cael eu cynnwys drwy'r broses.

Mae Cymorth Technegol Cymunedol neu Canolfannau Dylunio Cymunedol yn bodoli i wasanaethu cymunedau lleol tra'n darparu gwasanaethau dylunio proffesiynol. Yng Ngogledd yr Iwerddon mae un yn Belffast, yn Lloegr mae tri neu bedwar, ac yng Nghymru does dim ond un (Dylunio Cymunedol) yng Nghasnewydd, Gwent).

##### CSG

Cyngor Sirol Gwirfoddol, mae hwn yn derm cyffredinol, weithiau cant eu hadnabod fel cymdeithas mudiadau gwirfoddol neu Cyngor Gwasanaethau Gwirfoddol. Maent yn gorff i grwpiau lleol cymunedol a mudiadau gwirfoddol o fewn eu sir a gallant roi cyngor ar ystod eang o faterion.

##### Amcangyfrif

Ar prosiect mawrion bydd cyllidwyr eisiau amcangyfrif cyllid wedi ei baratoi gan Syrféwr Meintiau o beth yw gost disgwyliedig eich prosiect. Nid oes angen i chi osod y gwaith ar dendr am fidiau cystadleuol nac amcangyfrifon. Weithiau gallwch ddwyn perswad ar gontactwyr lleol a chyflenwyr i ddarparu amcangyfrifon i gefnogi ceisiadau.

##### Astudiaeth Ddichonolrwydd

Mae hyn yn ymchwilio a yw prosiect yn ddichonol drwy edrych ar faterion allweddol megis y safle, cyflwr adeilad sy'n bodoli, os gall yr hyn yr ydych eisiau ei wneud gael ei wneud yn y lle sydd gennych ac yn y blaen. Er hynny pan yn edrych ar ddichonolrwydd Adeilad er enghraifft, bydd Pensaer rhan amlaf yn edrych ar faterion yr adeilad a'r safle yn unig ac nid o angenrheidrwydd ar faterion cysylltiedig o angen cymunedol, lles na chynaliadwyaeth yn y dyfodol. Gwnewch yn sicr eich bod yn nodi yn fanwl yn union beth ydych ei eisiau o'r astudiaeth – a sicrhewch fod gennych ffi' realistig i dalu amdano.

# STEPS TO SUCCESS

## CAMAU AT LWYDDIANT



### Quote

a price for a piece of work from a potential contractor or consultant. It may be a one-off, or one of several prices received, but it won't have gone through a formal tender procedure or had a formal brief. This means that the sum quoted won't necessarily be on a like for like basis.

### Tender or bid

a price for a piece of work from a potential contractor or consultant which is based on several people working from the same information and to a strict deadline. In the case of tender prices for buildings, this involves a huge amount of work, often running into tens of thousands of pounds in fees.

### QS

Quantity Surveyor – a professional who prepares estimates of project costs, and sometimes project manages,

### RIBA Work Stages

The Royal Institute of British Architects describes the design and procurement process of a building through Work Stages A – L.. [See sample documents in Section 4.3]. Thus stages A-C would be feasibility stage. Stage D includes designs to planning permission stage and budget estimates – the stage actually required by funders. Also known as Design Study. The work stages also relate to fees and payment periods.

### WCVA

Wales Council of Voluntary Organisations. This is the umbrella organisation for voluntary agencies and groups in Wales. They also lobby the Assembly and funders on behalf of the voluntary sector, and influence policy to ensure that community voices are heard.

### Pris Gosodedig

y pris am ddarn o waith gan gontactwr neu ymgynghorydd arfaethedig. Gall fod yn bris ar ei ben ei hun neu yn un o amryw o brisiau a dderbynir ond ni fydd wedi mynd drwy'r dull gweithredu tendrau ffurfiol na chael brîf ffurfiol. Golyga hyn na fydd y swm a ddyfynnir o reidrwydd ar sail gwaith cyffelyb.

### Tindr neu bid

y pris am ddarn o waith gan gontactwr neu ymgynghorydd arfaethedig seiliedig ar nifer o bobl yn gweithio o'r un wybodaeth ac i ddyddiad cau llym. Mewn achos rhoi pris tendr am adeilad mae hyn yn golygu llawer o waith ac mae'n gallu rhedeg i ddegau o filoedd o bunnoedd mewn ffioedd.

### Syrféwr Meintiau

– gweithiwr proffesiynol sy'n paratoi amcangyfrifon o gostau prosiect ac sydd weithiau yn rheoli prosiect.

### Camau Gwaith RIBA

Y broses dylunio a chaffael adeilad drwy gamau gwaith A – L a ddisgrifir gan RIBA. (Gweler dogfennau engreifftiol yn rhan 4.3). Felly basai camau A – C yn gamau dichonolrwydd. Mae Cam D yn cynnwys y camau o ddylunio i ganiatad cynllunio ac amcangyfrifon cyllid – y cam sydd ei angen ar gyllidwyr. Ceir ei adnabod hefyd fel Astudiaeth Ddylunio. Mae'r camau gwaith hefyd yn cyfeirio at gyfnodau ffioedd a thaliadau.

### CGGC

Cyngor Gweithredu Gwirfoddol Cymru . Hwn yw'r mudiad i asiantaethau a grwpiau gwirfoddol yng Nghymru. Maent hefyd yn dylanwadu ar y Cynulliad a chylliadwyr ar ran y sector gwirfoddol ac maent yn dylanwadu ar bolisiâu i sicrhau bod lleisiau cymunedol i'w clywed.

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