

Promoting and facilitating environmental sustainability in Swansea

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Swansea Environment Forum Executive Committee Meeting

Date & Time: Thursday 25th May 10am-12pm

Venue: Environment Centre, Pier Street, Swansea, SA1 1RY

Name	Role	Representing	Abbrev.	Present / Apologies
Deb Hill	Chair	CCS – Nature Conservation	DH	Present
Philip McDonnell		Swansea Built Heritage Group	PMD	Present
Delyth Higgins		Sustainable Swansea Project Worker	DHig	Present
Andrew Davies		ABMU	AD	Not present
Fran Rolfe		NRW	FR	Present
Chris Howell		CCS – Waste/Parks	CH	Present
Patrick Holcroft		CCS	PH	Present
Hamish Osborn	Vice Chair	NRW	HO	Present
Alyx Baharie	Treasurer	Swansea CVS	AB	Apologies
Ant Flanagan		Gower Power	AF	Present
Heidi Smith		Swansea University	HS	Apologies
Chris Lindley		CCS - AONB	CL	Apologies
John Childs		FOE	JC	Present
Peter Anderson		Vocal Eyes	PA	Present
Steve Bolchover		Environment Centre	SB	Present
Julia Adair		CCS- Housing	JA	Present

Item No		Action by
1.	Welcome/Intro /Apologies/Conflicts of Interest Apologies received from Heidi Smith and Alyx Baharie. No conflicts of interest declared. Draft conflicts of interest policy not sent out but AB has a copy. Sarah Kersey was providing secretariat via SLA with Env. Centre, but has left her post.	
2.	Minutes of last meeting These were agreed as a true and accurate record, whilst changing Peter Anderson's organisation to LocalEyes (previous minutes 5.1).	

<p>3.</p>	<p>Matters arising from minutes Links between potential community energy and health infrastructure. AF & PMan have not yet met to discuss.</p> <p>Archive minutes of previous meetings.</p> <p>Slides and video from ARCH presentation to be circulated.</p> <p>ABMU & Swansea Uni. have met with Coeden Fach representative, but meeting with CH needs re-arranging.</p> <p>Confirmation that Steve Bolchover is representing the Environment Centre on SEF executive.</p> <p>Community Green Spaces Project. Neil Barry has not been invited to attend SEF Exec because a working group meeting is needed first.</p>	<p>AF and PMan to discuss in due course.</p> <p>PMD to follow up.</p> <p>PMD to follow up.</p> <p>DHigg to provide CH with Coeden Fach contact to re-arrange meeting.</p>
<p>4.</p>	<p>Financial reports <i>Accounts for 2016-2017</i> PMD circulated a short report including detailed cashflow, on how last year's accounts have been reconciled and talked members through it. AB had met with PMD previously and was happy to present these to the meeting. <i>Main points as follows:</i> -Opening bank balance on 1st April 2016 - £11,269. -Income for the year £113,604 and expenditure was £106,571. -Closing bank balance on 31st March 2017 - £21,589. - Estimated underlying balance is £6,952 when estimated credits and debts at year end and unrepresented cheques are taken into account. - Balance is in line with reserves policy to cover redundancy obligations and £1,000-£2,000 to cover simple costs. - One outstanding issue is that the final SLA payment to Env. Centre is not resolved. Waiting for a final figure on days worked on the SLA by Sarah.</p> <p>HO thanked PMD for undertaking the task of sorting through finances.</p> <p><i>Draft budget 2017-/2018</i> PMD explained that it had been drawn up with 2 key principles in mind: one that Swansea Change Fund is ending in Sept. and second that SEF will prioritise its paid staff. We anticipate that SCF will be replaced by commissioning and should be reasonably optimistic that we would be successful in getting money from this. However the draft budget has been drawn up with worst-case scenario in mind. <i>Main points as follows:</i> - 50% of the NRW & SCF money has been put into the budget but it is not an exact split and figures need to be agreed with Env. Centre. - In addition to the main grants and project funds, we drew in approx. £6,000 last year from other funds and so that has been kept the same.</p>	<p>SB to notify SEF on final figure.</p>

	<p>- Estimated total income and expenditure for the year of approx. £75,000 with a closing adjusted balance of approx. £7,000 at year end.</p> <p>- Renew Wales, Green Spaces, Trailblazers and Low Carbon Swansea Bay are discrete projects and expenditure generally does not exceed income. LCBS money is ring-fenced.</p> <p>HO asked if the wording could be changed from 'grant' to 'payments' in respect of some recent additional NRW funding. It is also likely that NRW will move to commissioning after the end of this financial year.</p> <p><i>Decision: Draft budget was agreed in principle as a working document in order to move forward.</i></p>	
5.	<p>Report from Contracts Group</p> <p>DH stated that the group had met and decided the following which needed ratifying at full SEF:</p> <ul style="list-style-type: none"> - Previously has 2 SLAs; one with Env. Centre for Secretariat, website, overseeing finances and staff line-management and the other with PMD for strategic projects, Healthy Cities and PSB representation. - Propose to renew 2 days a month with PMD for rest of financial year and also to give some of the Env. Centre work to PMD to keep things ticking over inc. staff management, finances, website, etc. until end of July, when it will be reviewed. - SB suggested that this put PMD in awkward position when negotiating SEF & Env. Centre agreements. DH and HO pointed out that any decisions regarding this will be taken by the Contracts Group and the Exec. rather than PMD. PMD emphasised that he had no aspirations to keep the former EC-SLA but is only doing some of this work as necessary until a longer-term arrangement can be found. <p><i>Decision: Agreed this as a way forward as a short term solution.</i></p> <p>- It was also suggested that there needs to be a future planning and funding session which could include partners such as the Environment Centre and revisiting the Big Lottery application.</p>	
6.	<p>Project Updates</p> <p>Sustainable Swansea Written report presented by DHig. outlined main points: Swansea Green Spaces map been published. DH commented that it complements the LDP and Green Infrastructure work streams and that the online eversion would be used to gain feedback from people about the value of green spaces. The Growing Spaces map ready online very soon. SS were present as Clean Air Roadshow and undertook an activity where the public ranked suggestions to improve air quality in Swansea. A short report has been drawn up. JC asked if he could see a copy of that, then it was agreed to circulate it to whole of SEF exec.</p> <p>Digital Streams New sessions are being planned for the early summer and exhibition of photographs from previous courses will be in Waterfront Museum in July for 7 weeks.</p> <p>Renew Wales</p>	DHig to circulate Clean Air Roadshow report to SEF exec.

	<p>DHig working on projects with Coeden Fach, Gower Regeneration, Gower Power, Friends of Mayhill Washing Lake, Pennard Community Council and a Community Supported Agriculture Scheme. PMD is also a Renew Wales Coordinator and is working on two projects; with WWT, Llanelli and the CUSP skateboard park in Mount Pleasant.</p> <p>Low Carbon Swansea Bay PMD has done a report on last year's activity. A successful event was run on 1st March at Vale around compliance with legislation. CR Plus, who led the workshop & training, have set up a section on their website to access information especially for LCSB members. The Royal Mint in Llantrisant are the newest members and Admiral have also expressed at interest. Currently 21 members and about 80 associates. 4 key training/networking events planned – 21st June at Technium 2, Waste theme. Sept. will be hosted by Welsh Water, Dec by Tata Steel and March 2018 on theme of transport.</p> <p>Community Green Spaces Neil Barry is continuing with the project. DH reported that there is more money available than previously thought so may look to extend the project.</p>	<p>PMD to circulate report to SEF exec</p>
<p>7.</p>	<p>Strategic Activities</p> <p>PSB/Wellbeing Plan Update - PMD reported that there had been no meeting of the research group but there were two workshops on 14th & 15th March to look at responses to consultation on well-being assessment. - PSB Partnership meeting on 21st March. Key agenda items were feedback from responses to well-being assessment (only 159 responses), announcement of City Deal. PMD asked that the City Deal plans now be checked to ensure that they are supporting Green Infrastructure and WBFG Act in terms of delivery. - Planning group meeting took place on 3rd April and included a presentation about the Local Area Co-ordinators, which will be rolled out to 4 other areas in Swansea.</p> <p>Healthy Cities PMD provided an update, stating that the priorities are linking well with the PSB ones. Early Years engagement with environmental issues included a recent screening of the Project Wild Thing film to Early Years practitioners. Now looking at developing an information sheet to encourage parents to get new-borns into the outdoors. PMD collaborated with NRW and CCS and took copies of Environment Events leaflets and green maps to the Ageing Well in Swansea event in the Grand Theatre.</p>	
<p>8.</p>	<p>Public Seminars DH stated that SEF usually puts on 3 seminars a year, but suggested maybe due to current lack of capacity, this should be left for the time being. Topics previously suggested were around transport, mental health and well-being. JC suggested linking transport and health as air quality has risen up the political agenda/ costs to NHS etc. HO stated that RDP projects were definitely doing some engagement</p>	<p>JC/HO/PMD/FR to form a group to start working on it.</p>

	<p>work around transport and wondered about links with SEF? The draft Well-Being plan was also posed as a topic and so it was decided to see when the draft plan was due and then decided on which order to do the seminars.</p> <p><i>Decision: to start to explore both topics but to decide closer to the time which order to do them.</i></p>	
9.	<p>Any other business (AOB) These items were discussed earlier in the meeting but placed here for ease of record. Updates from members: FR gave an update on the Green Infrastructure workshop which took place on the previous day and was well supported. A very broad range of stakeholders were invited and the team are keen to move away from the traditional method of producing a draft report and then consulting. Possible links with a SEF seminar?</p> <p>AF updated members on the recent community share launch of Gower Regeneration. A 1MW solar farm has been installed in Dunvant and they need to raise £1m. It offers a fixed return on your investment and includes a community benefit element with money reinvested in local regeneration projects.</p> <p>PA stated that LocalEyes will be recruiting a Community Organiser with 2 year funding from RDP to work in the 8 rural wards. That person will work with local volunteers to develop a community voice and research priorities leading to a repository of good practice for projects. SEF could be a part of this. It was suggested that that a meeting be arranged with the new Community Organiser when in post. PA also notified members that Peter Davies (former SD Commissioner) is running a Unitar (United Nations Institute for Training and Research) project on good practice and it would be good for SEF to be involved. DH asked for more information but members thought in principle it was a good idea.</p> <p>HO stated that a future meeting could include an update on the RDP projects as a lot is going on.</p> <p>JA asked if members wanted to have a visit to the new Passivhaus being built by CCS in Penplas as part of a larger site. Many showed interest and it was agreed that it could be a joint SEF & LCSB visit.</p>	<p>Arrange a meeting with Comm. Organiser</p> <p>Put RDP update on future meeting agenda.</p> <p>PMD to liaise with CCS to arrange a visit.</p>
10.	<p>Proposed future meeting dates These were listed on the agenda. DHig stated that the hall in Env. Centre is already booked on 16th October when AGM was proposed, so it was decided to look at an alternative date for this.</p>	<p>PMD to find alternative AGM date.</p>