

### Swansea Environment Forum Executive Committee Meeting

**Date & Time: Thursday 17<sup>th</sup> November 2016 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	PM	Present
Sarah Kersey	Secretary	Environment Centre	SK	Present
Delyth Higgins		Sustainable Swansea Project Worker	DHig	Present
Andrew Davies		ABMU	AD	Present
Gill Williams		CCS - Housing	GW	Apologies
Suzie Richards		CCS – Sustainable Swansea Unit	SR	Present
Chris Howell		CCS – Waste/Parks	CH	Apologies
Hamish Osborne	Vice Chair	NRW	HO	Present
Alyx Baharie	Treasurer	Swansea CVS	AB	Present
Ant Flanagan		Gower Power	AF	Present
Heidi Smith		Swansea University	HS	Present
Tanya Nash		CCS - Sustainability	TN	Present
Chris Lindley		CCS - AONB	CL	Apologies
Patrick Holcroft			PH	Apologies
<b>In Attendance</b>				
Nick Guy		WheelRights	NG	Present
Alan Kreppel		WheelRights	AK	Present

Item No	Minutes	Action by
1.	<p><b>Welcome/Intro /Apologies/Conflicts of Interest</b></p> <p>SK declared that she was the Environment Centre Manager. AF said he was a Director of Swansea Community Energy and Enterprise Scheme and asked if there was a conflict of interest register. SK said that after the previous meeting she had said that she would send a draft policy and register to AB but has not done this yet. There were no other conflicts of interest declared.</p>	<p>SK to send Conflict of Interest Policy and Register to AB.</p>

<p><b>2.</b></p>	<p><b>2.1 Matters Arising</b>  JC said that he was late to the last meeting so should be changed to present.</p> <p>2.2 DH had not yet contacted PSB sub group secretary and ask how SEF can get a place on these sub groups.</p> <p>3.2 SK updated that a Public Seminar Working Group meeting was scheduled for after the Executive Committee meeting.</p> <p>4.1 AB said the wording “There were no red indicating no improvements and 6 areas highlighted green” didn’t make sense and should be changed to “There were six priorities with green RAG status but none with a red RAG status”.</p> <p>8.1 DH said that the AGM presentation by James Byrne from the Wildlife Trust Wales on their report about the wellbeing benefits of Green Infrastructure was really interesting. PM said he has posted about the report on the low carbon Swansea website.</p> <p>8.8 DH updated saying herself, HO and FR have meetings set up with Hugh Mowbray with a view integrating more green infrastructure into the City Centre regeneration plans. AD said that he was part of the Development Advisory Group at the Council and it would be good to get updated on the green infrastructure meetings organised by DH. DHig said the Renew Wales annual conference had speakers and workshop sessions around green infrastructure and she could pass on contact details to DH and HO. DH said that green infrastructure grants were going to be available from Welsh Government in the future.</p> <p>9. JC said he had made a point which had not been recorded in the minutes. Which was that the Swansea Council had an aspiration to be a Fossil Fuel Free City by 2025 and that Friends of the Earth Swansea had made the point that to achieve this the £94,600 pension fund shouldn’t be invested in the fossil fuel industry.</p> <p>AD raised a need for the archives of the forum minutes. DH said that the minutes should be uploaded to SEF website for transparency.</p> <p><b>2.1 Minutes of the last meeting</b>  The minutes were accepted as a true record of the meeting.</p>	<p>DH to contact PSB sub groups</p> <p>DHig to pass on conference speakers’ contact details on DH and HO.</p> <p>SK to investigate local archiving option for SEF minutes.</p>
<p><b>3.</b></p>	<p><b>Swansea Community Energy and Enterprise Scheme Presentation by Ant Flanagan</b></p> <p>3.1 AF presented to the meeting the new Swansea Community Energy and Enterprise Scheme. He said that this is a benchmark project in terms of the ratio of money which goes back into the community benefit fund. The fund would support the development of skills and enterprise in Townhill and Penderry wards. The share offer is open until the 16<sup>th</sup> of December 2016.</p> <p>3.2 HO asked how easy is it was to get money invested out if people needed it. AF said that money invested was protected and the</p>	

	<p>business aspired to return the money invested as quickly as possible. If an investor want to sell their shares back to the company it would be at the directors' discretion. PM said that at the launch it was said that it would be two years before an investor would be able to sell their shares. AF said this was correct.</p> <p>3.3 AF said a FAQs page will be available on the website soon.</p> <p>3.4 DHig suggested contacting schools and teachers. TN said that they have already contacted schools and a PTA is going to invest.</p>	
<p><b>4.</b></p>	<p><b>WheelRights Presentation on the Active Travel Act/Integrated Network Plan by Nick Guy and Alan Kreppel</b></p> <p>4.1 NG said the Active Travel Act was the first piece of legislation in the world which compelled local authorities to plan transport. He explained further that the plan would require the authority to look ahead 15 years and carry out a public consultation and that Swansea Council needs to create an Integrated Network Plan by September 2017. Aspects of the act include tackling health and wellbeing, air pollution, new developments to make provision for walking and cycling. He said that the Welsh Government had already published a mandatory design guide for transport (available on the Welsh Government website). He went on to say WheelRights has prioritised routes and is trying to link these routes to the Council's priority routes to tackle poverty and health and that WheelRights are having a change of direction and are going to be taking a more political approach.</p> <p>4.2 PM said that there was an electric vehicle group meeting which had spun out of Low Carbon Swansea which was being led by colleagues in Swansea University. AK said that there was a need for a transport forum and AD agreed and said that it might be better to develop on a regional level. HS said that she could talk to Jane Cornelius in her team and find out what is happening regionally.</p> <p>4.3 NG said WheelRights had held a regional travel conference earlier in the year and was thinking of running this every 2 years.</p> <p>4.4 TN said also would need to take into consideration the digital travel map because of the way people shop and people's behaviour is changing because of the internet.</p> <p>4.5 AK said so many functions are at a regional level that a regional forum needs to be established to bring the disparate groups and companies together. He continued to say that there were 22 unitary authorities have to produce 22 maps and that Traveline Cymru has all the information across the different modes of transport. He added that we're moving into a perfect storm with serious issues on air pollution and congestion and that planning departments need to be involved too. HO said that there needs to be more visual leadership from people in organisations not using cars and being more responsible for their own transport. AD said the issue which hits ABMU at the hospital is parking and that the health service was the single biggest reason for people travelling.</p>	

	<p>4.6 DH asked who is leading on the Integrated Travel Map within the Council. NG said Ben George. HS said that she would be happy to bring an enhanced working group together and AD said that he would be happy to help with this. JC said that it would be good to have a public seminar on this subject. TN said that we need to identify who are the political actors which we need to target. NG suggested Lindsey Brown could give a brief presentation on the Active Travel Act to the working group.</p> <p>4.7 DH said that it would be good if WheelRights could be brought into the discussions she is having around green infrastructure.</p> <p>4.8 NG said June to September consultation on the draft map which people need to feed into and suggested working with SEF to hold a public event.</p>	<p>HS and AD to convene a working group to explore regional transport forum and input into Integrated Travel Map.</p>
<p>5.</p>	<p><b>Project Updates</b></p> <p><b>Sustainable Swansea</b>  5.1 DHig updated that they were working on a Green Map for Green Spaces and Community Growing. Trailblazers took place in September half term and received good feedback from children participating. Due to other commitment PM is stepping down as chairperson of the Sustainable Swansea Steering Group. DH thanked PM on behalf of the Executive Committee for his commitment and contribution chairing the steering group.</p> <p><b>Renew Wales</b>  5.2 Regional event organised by DHig and PM. New groups attended and the event was successful in raising awareness about the Wellbeing Act, food waste and community growing.</p> <p>5.3 Cy Tan, SCEES have been supported, Coeden Fach said PM is a project.</p> <p><b>Community Green Space</b>  5.4 SK updated that the steering group was due to meet to decide whether to recruit or tender for a new officer. AD said a lot of the work was being done in the west of the city but it would be good to have more work in central.</p> <p><b>Low Carbon Swansea</b>  5.5 PM updated that there was a network meeting scheduled for the 14<sup>th</sup> of December at the Bay Campus on theme of communication and engagement.</p> <p><b>Healthy City</b>  5.6 PM said that there has been a hiatus for a number of reasons. Network meetings have been cancelled and there are lots of things happening for organisations. PM contributed to the World Health Organisation report on behalf of the Healthy Urban Environment Group. AD asked if there was a lack of momentum at the moment. PM said he wasn't sure if there are staffing issues around the administration of the meetings or not. AD said that there are a lot of</p>	

	partnerships in Swansea and there is a real need to streamline.	
<b>6.</b>	<p><b>Election of officer</b></p> <p>6.1 DH said that at the AGM there were two people interested in joining the board. SK said that one person had thought the meeting were in the evening and so wouldn't be able to join the committee and Steve Bolchover may want to be co-opted onto the board.</p> <p>6.2 TN asked about the structure</p>	SK to check with Steve Bolchover if he still wants to join the board.
<b>7.</b>	<p><b>Finance Update</b></p> <p>7.1 SK talked the committee members through the report.</p>	
<b>8.</b>	<p><b>Public Service Board update</b></p> <p>8.1 PM said he played an active role in the wellbeing assessment and when the draft assessment becomes public and he will send it to committee members for consultation. Main PSB work streams are domestic violence, city centre development, wellbeing centre in the city centre, every child has the best start in life. Best start in life is stepping up a gear and has asked all members of the PSB to agree to promote the project within their own organisations. PM said SEF needs to identify an individual who can be the key contact for best start in life and that there was a list of specific actions which needed to be signed up to. He continued that there was a limit to what the group could sign up to but SEF should be trying to fulfil the actions that it can. PM, DH and FR said that they would all be interested in being contacts.</p> <p>8.2 JC said that Stop Climate Change Cymru has been asking people to put pressure on the Welsh Government to achieve the COP21 targets. PM said that the opportunity is being taken to raise issues relating to climate change including transport and energy at the PSB.</p> <p>8.3 PM said that the PSB Planning Group has met once and is due to meet again.</p>	
<b>10.</b>	<p><b>Any other business (AOB)</b></p> <p>10.1 SK said that The Environment Centre's Green Fayre was taking place on the 19<sup>th</sup> and 20<sup>th</sup> of November at the Waterfront Museum.</p> <p>10.2 JC said that Emergence were hosting a COP21 Party on Friday 18<sup>th</sup> November at the Volcano Theatre.</p>	
<b>11.</b>	<p><b>Close 12.00pm</b></p> <p><b>Date of next meeting: 7<sup>th</sup> February 2016 10am-12pm</b></p> <p><b>Venue: The Environment Centre, Pier Street, Swansea, SA1 1RY</b></p>	