



Swansea Environment Forum Executive Committee Meeting
Thursday 23rd May 2019 10am-12pm
Environment Centre, Pier Street, Swansea, SA1 1RY

PRESENT

Name	Role	Representing	Abbrev.
Deb Hill	Chair	CCS – Nature Conservation	DH
Alyx Baharie	Treasurer	Swansea CVS	AB
Hamish Osborn	Vice Chair	Natural Resources Wales	HO
Philip McDonnell		Swansea Built Heritage Group	PMD
Fran Rolfe		NRW	FR
Chris Lindley		CCS - AONB	CL
Andrew Davies		ABMU Health Board	AD
Heidi Smith		Swansea University	HS
John Childs		Swansea FOE	JC
Ant Flanagan		Gower Power	AF
Peter Anderson		LocalEyes	PA
Ruth Williams		Royal Institution of South Wales	RW
Chris Howell		CCS - Waste Management and Parks	CH

APOLOGIES

Name	Role	Representing	Abbrev.
Jill Goddard		CCS- Housing	GD

Item No		Action by
1.	Intros, Apologies and Conflicts of Interest SEF Welcomed Dr Ruth Williams from the Royal Institution of South Wales. PMD declared his consultancy role with SEF.	
2.	Minutes of last meeting Noted that this meeting was poorly attended. The only two items recorded at the last (informal) meeting relate to items 3 and 4 on this agenda.	
3.	Funding and Finances a. Council contract: PMD reported that SEF is still waiting for the Swansea Council contract from Procurement - which should have started on April 1 st 2019. During the ten-day cooling off period, queries from the other tenderer were addressed. The Centre will also need to	CH to chase Procurement FR, CH, DH, PMD to form

	<p>agree that they are happy with the contract, and a meeting with Council staff will be arranged to agree a delivery plan for the next two years. Contract end is March 2021. CH agreed to chase up the contract situation with Swansea Council. It was agreed to form a sub group to look at the delivery plan – FR, CH, DH, PMD plus reps from the Centre and the Council.</p> <p>b. Draft budget 19/20: This was discussed at length in the last meeting, but an overview was given by PMD for the benefit of the wider group. Noted that there was a slight discrepancy between the £13,554 balance at the end of last year and the monies taken forward. PMD suggested that could be because SEF holds funding for the Fairtrade Forum, Plastic Free Swansea and SEEF, which isn't included in the SEF budget. All agreed that the Green Spaces project was still significant in light of the Green Infrastructure plan/work.</p> <p>DH has some monies in her own grant that can be put towards this project. It was also noted that some monies were being used for a local project coordinated by Neil (covered by donations from Lions Club and others) that are being used for tools and other items. There is potential for other monies from similar sources. It was noted that paid staff days have reduced over time. Exec agreed to grant Neil another ten days of time. This would take the project to September; and another decision would then be taken on whether to extend further. SEF do not need to decide on the Environment Strategy until other strategic and operational discussions have taken place, and also after the meeting with the Council.</p>	<p>sub group with centre/council staff</p>
<p>4.</p>	<p>Forward Planning</p> <p>a. Structure and format of meetings: Wide ranging discussion on this item. A decision was taken in view of the need to rebrand, refresh and regroup, that SEF needed concerted input to look at its purpose, aims, objectives, membership and other areas. Only then can we look at whether the structure is fit for purpose. A separate meeting has been arranged to start to look at this on Wed June 26th 2019 @14.00. AD has agreed to chair the meeting. It was agreed that much of the leaflet produced ten years ago is still relevant but it may need a refresh. Items to be discussed in June include whether we have a lobbying function (or not), how radical SEF could/should be, what we have achieved to date, and what story to tell moving forward to remain relevant in 2020 and onwards.</p> <p>b. Review of coordination and delivery: PMD was given an additional 20 days until the end of July in the last meeting, this will need to be decided on rapidly after discussions about SEFs core aims and objectives, plus the action planning/Council meeting. SEF agreed</p>	<p>ALL to attend if possible on 26th June, AD to chair</p>

	with the assumption that PMD would continue for the remainder of 19/20 in terms of Low Carbon Swansea Bay, Renew Wales and Enterprising Solutions coordination.	
5.	<p>Strategic Partnership Activities</p> <p>a. Working with Nature activities Reminder that there is a talk organised in partnership with Wheelrights on Thursday 13th June by Lee Walker (Deputy Minister) on Active Travel and Climate Change, 7pm in the Environment Centre.</p> <p>Iolo Williams may also be invited to speak later in the year at an event organised in partnership with RISW.</p> <p>b. PSB reorganisation: AD told SEF he would be stepping down as the chair of the PSB and Health Board at the end of June. AD and PMD outlined the new PSB structure which is that the four statutory bodies make up the 'Board' proper; that the Board plus <i>invited others</i> make up the 'Joint Committee', and then wider interested parties are involved via the 'Partnership Forum'. The later will not be regarded as the PSB and will meet every 6 months. There will be T&F groups attached to the four wellbeing objectives in the plan and the Working with Nature objective will be led solely by NRW.</p>	ALL to raise awareness of talks
6.	<p>Updates on Projects: These were given out as handouts and accepted by members.</p>	-
7.	<p>AOB: CH mentioned raising awareness of the Ash Dieback action that will be taken by Swansea Council. Thousands of trees will be felled; FR and others were asked to mention this in Green Infrastructure/other meetings/forums. On Thursday 6th June there is a Tree Forum meeting at the National Waterfront Museum – drop in session is from 15.00-17.00 and the meeting is from 17.00-19.00.</p>	FR and others to raise awareness where possible
	<p>Next Exec. meeting date: Thursday 18th July 2019</p>	ALL