

Swansea Environment Forum Executive Committee Meeting

Date & Time: Thursday 15th November 10am-12pm

Venue: 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
Ant Flanagan		Gower Power	AF
Peter Anderson		LocalEyes	PA
Fran Rolfe		NRW	FR
John Childs		FOE	JC

APOLOGIES

Name	Role	Representing	Abbrev.
Steve Bolchover		Environment Centre	SB
Chris Lindley		CCS – Gower AONB	CL
Jill Goddard		CCS – Housing	JG
Patrick Holcroft		CCS – Housing	PH

Item No		Action by
1.	Introductions / Apologies	
2.	Minutes of Previous Meeting: for accuracy and matters arising End of mins are not fully representative of meeting as minute taker left early. The minutes of the meeting on 19 th July 2018 were agreed as a true and accurate record.	
	Matters arising from minutes HO discussed taking stock of where NRW is going with its new structure and direction. DH proposed to invite Martyn Evans of NRW to a meeting in the future once working with nature stand of PSB has moved on significantly. FR gave update on city centre GI partnership project. Tenders should be out early December with contract started in early Jan.	DH to invite Martyn Evans of NRW to a future exec meeting once PSB Working with nature gp has moved on. GI to be a standing item on agenda, for continued updates.

	<p>JG still to send details of Swansea standard as a starting point for integrating GI into it. DH to chase.</p> <p>PMD to speak to poble about the next round of applications.</p>	<p>DH to chase JG to send DH details of the Swansea Standard as a starting point for integrating GI into it.</p> <p>PMD to speak to Poble on next round of applications.</p>
<p>3.</p>	<p>Governance Issues</p> <p><u>Appointment of co-opted committee members and committee officer roles (chair, vice-chair, treasurer)</u></p> <p>SEF has 5 co-opted members including DH, JG, PH, CL and FR – PMD proposed that <u>all are co-opted again</u>. Agreed by all.</p> <p>At SEF AGM October 2018 Rosy stood down and was re-elected.</p> <p>4 co-opted spaces vacant and 8 elected spaces vacant. Elections can only take place at the AGM (October 2019).</p> <p>Recommendation that Lee Turner – manager at Penllergare could be a good addition to SEF. Lee will need to know where the value is for him and the trust from being part of the Exec.</p> <p>DH suggested exec look at the gaps and the need for filling the gaps, generally all agreed this was a good idea. We have no representation on transport, for example wheelrights could be a good addition.</p> <p>SEF needs to do some work at the Exec on pulling together:</p> <ul style="list-style-type: none"> • What are the environmental priorities for Swansea? • Who have we got already? • What skills do we have? • What are we missing in relation to Swansea’s Environment priorities. • What roles are available to be co-opted? • What is the offer of SEF? • What do members get from being part the exec? Need to be able to articulate this clearly. 	<p>HO to ask Wheelrights and JC to ask Lee from Penllergare Valley Woods for representation on SEF Exec.</p>

	<ul style="list-style-type: none"> • Increase the range of organisations represented at the exec • Need to get representation from community organisations on the exec. <p>AB would like to step down from treasurer. We need highlight this role to new members, if they would like to take it up. ACTION: HO proposed to ask Wheelrights and JC to ask Lee from Penllergare Valley Woods.</p> <p><u>staffing updates</u> Del H has stepped down to take on a new role. Her contract has ended, although she has a new contract till Christmas for a few days to complete 2 roles. Firstly, one with plastic free Swansea and secondly to try and complete the two renew wales projects that she was working on. NB Renew wales – PA (as localeyes) and NB (as growing network) are both mentors for renew wales. PMD is also renew Wales mentor for SEF.</p> <p><u>Redundancy</u> Update provided from contracts group who met to discuss potential redundancies. Staff member DP contract is coming to an end and a decision will need to be made soon on if there is appropriate funding to extend it. The post in Sustainable Swansea has been funded with NRW funds, which have not been renewed. Any redundancies must be formally agreed by a redundancy panel and promptly as 3 months’ notice must be given to staff. FR proposed setting up redundancy panel and HO seconds it. Panel to consist of AB, HO, FR with PMD advising the panel. AB, HO and FR to convene promptly. Action to set up meeting of redundancy panel.</p> <p><u>Meeting dates</u> ACTION all put in diary in meeting.</p>	<p>FR to set up meeting of redundancy panel.</p> <p><u>All</u> to put meeting dates in diary</p>
4.	<p>Finances and Funding</p> <p><u>Swansea Change Fund update</u> Extended current SLA to end of Jan. hopefully end of November contract will be on Sell2Wales. Applications scheduled in for end of December. Action PMD to send out <u>tender doc</u> with a provisional date 13th 10:00 am at the EC (action PMD to check the centre is available). JC, DH FR, PA would like to be involved. Action PMD to invite the EC – all to guide the application process – AF would like to be involved if there is added value to be brought, will decide after tender doc it out.</p> <p><u>Other funding sources</u> NRW in funding SEF to work on working with nature theme as part of the PSB.</p>	<p>PMD to send out <u>tender doc</u> with a provisional date 13th 10:00 am at the EC (action PMD to check the centre is available). PMD to invite the EC</p>

	<p>There are applications in the area for the WG natural resources funding. There is some collaboration going on, but SEF is not significantly involved in it. DH suggested if possible that SEF community voices work be included the joint bid between Swansea, NPT and Carms councils. AB suggested scope to include the plastics agenda.</p> <p>PA – discussed his proposals (from the last meeting) and how partners can collaborate outside of exec meetings to develop ideas. This should be promoted and encouraged. More on this item to follow.</p> <p><u>Budget proposals for 2018/19</u></p> <p>PMD provided an update on the budget. NRW funding for SEF PSB work has been agreed as of yesterday. Proposed accepting the budget as it was shown. Green spaces contract was proposed to be extended by the contracts group. Without DH there is no trailblazers project activity as no staff to support it. Exec may want to consider a reserve of a £1000. Going into next financial year, there is £12,000 atm.</p> <p>AB proposed to table an agenda item for – future planning with 2 to 3 budget options. Firstly, based on SEF being successful with Swansea Change and secondly without the change fund.</p> <p>Below is a summary of conversation around future planning</p> <p>PA - what are we going to do for the next 5 years, that will keep us on track for the next 12 years? SEF needs to check direction of travel and the work to meet that. How can we re-invigorate things without having much of resources?</p> <p>DH explained that separately (internally) SEF needs to have a discussion on what SEF’s priorities are. SEF took responsibility 14 years ago to lead on an environmental strategy, which has informed and led our community and strategy work. SEF secured a major part of the well-being plan. Within that there is a structure and priorities agreed (by the PSB) within the working with nature theme. The how we deliver that, is up for discussion. Maybe working towards a 1 planet city, or a biophilic city – all within the context of the working with nature theme and the driver diagram. The Sustainable Swansea project is not as clearly linked to this direction of travel.</p> <p>PA stated the need for a vision – need to picture every single step on a rout map – where Swansea wants to be, and can we visualise how we achieve this? HO explained we need to balance what SEF can do with the organisations it is working with.</p> <p>We need to set out how SEF help deliver working with nature? – ACTION PMD to add this onto Jan meeting agenda. Must allocated a good bit of time for this, preferably not at the end of the meeting as its gets missed. PA to share the proposals again, as they are not in July mins. HO suggested <u>NRW provided some light refreshments to encourage attendance.</u> ACTION FR to get refreshments sorted.</p>	<p>PMD to add future planning onto next SEF meeting.</p> <p>PMD to add this onto Jan agenda.</p> <p>FR to organise refreshments.</p>
5.	<p>Project Updates</p> <p>Sustainable Swansea – getting green map stickers out has been a time-consuming process. Worth doing and hopefully by Christmas a 100 stickers will be up. Dai is currently running the social media aspect</p>	

	<p>of Sustainable Swansea. Plastic free Swansea continues with DelH time and was on ITV Wales news yesterday.</p> <p>Renew wales event – Well attended event in NPT and SEF has an interest in expanding into NPT.</p> <p>Low Carbon Swansea Bay – event held in September (motivating colleagues and decision makers) with 25 participants. Event was scored 4.8 out of 5 on feedback. December meeting is at the royal mint, with a focus on energy management (still places left – get a free royal mint experience). Meeting of Low emissions group.</p> <p>Community green spaces – NB has been extended with work on the EC garden. He is also looking at a walking trail between green spaces in Swansea. At the Green Fayre the tool kit and website will be launched at 1pm on Saturday.</p>	
<p>6.</p>	<p>Strategy/Partnership Updates Swansea PSB / Wellbeing Plan PSB –Andrew Davies (AMBU) has become chair and is changing the governance structure of the PBS. Probably leading to more partnerships groups and under it 4 to 5 subgroups orientated around the objectives. However, mechanism on governance being undertaken atm and new structure to emerge.</p> <p>IF SEF main priority is working with nature, then DH asked how SEF exec committee or membership contribute to it, taking ownership of it, and getting involved (involved being one of the 5 ways or working).</p> <p>JC – proposed that clean air needs to finds its way into the wellbeing plan via transport into more than one element of the wellbeing plan (not just working with nature). Clean air and changing the reliance on petrol/diesel vehicles – this was highlighted in the uplands survey by WheelRights. Social engagement is a must. HO reiterated what JC was describing.</p> <p>ACTION Proposal for the jan meeting – PA suggesting in addition to the motions, volunteers are needed for task group from SEF exec (and potentially wider members) on <u>involvement and implementation of our role in the PSB</u> and well-being plan. We need to keep challenging the PSB and working groups, are they genuinely using the 5 ways of working?</p> <p>ACTION PA to have item on the agenda for discussing his proposals. Need a longer meeting to make sure we have enough time to give this item the time it requires. <u>NRW will provide food.</u></p> <p>Item to cover SEF’s priorities going forward, PA’s proposals. What is SEF signed up to in the working with nature theme?</p>	<p>PA to have item on the agenda for discussing his proposals with appropriate allocation of time.</p> <p>NRW to provide food for next meeting.</p>
<p>7.</p>	<p>Any other business (AOB) AF shared the extinction rebellion campaign – campaigning against the 6th great extinction. Advocating mass civil disobedience to bring about change. Join and get involved – <u>does SEF want to endorse it?</u> DH – new corporate plan for Swansea Council – 6th objective on the environment – great success, major achievement. Lots in there about low carbon, biodiversity etc.</p>	
	<p>Next meeting date Next meeting Thursday 17th Jan – longer meeting with food provided.</p>	