



Promoting and facilitating environmental sustainability in Swansea

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**Swansea Environment Forum Executive Committee Meeting
Thursday 19th October 2023 on MS Teams**

PRESENT

Name	Role	Representing	Abbrev.
Deb Hill	Co-chair	Swansea Council (Nature Conservation)	DH
Hamish Osborn	Co-chair	Natural Resources Wales	HO
Alyx Baharie	Treasurer	Swansea CVS	AB
Philip McDonnell	Secretary	SEF Coordinator	PM
John Sayce		Wheelrights	JS
Jules Wagstaff		Climate & Community	JW
Chris Howell		Swansea Council (Waste & Parks)	CH
Teifion Maddocks		Swansea University	TM
Peter Jones		Iberian Latin American - Wales	PJ
Ciaran O'Brien		Penllergare Trust	CO
Julia Owens		Swansea Council (Housing)	JO
Mary Sherwood		Gower Power	MS
Heidi Smith		individual	HS
<i>Christina Derrick</i>	*	<i>Swansea Council (Nature Conservation)</i>	<i>SD</i>

** only attended first part of meeting to give presentation*

APOLOGIES

Name	Role	Representing	Abbrev.
Iwan Davies		Royal institute of South Wales	ID
Helen Grey		Natural Resources Wales	HG
Rhian Corcoran		Environment Centre	RC
Jill Goddard		Swansea Council (Housing)	JG
Hayley Beharrell		SBU Health Board	HB
Steve Bolchover		Environment Centre	SB
John Childs		Friends of the Earth	JC
Howard Stevens		SBU Health Board	HS



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Pre-meeting presentation: Swansea Local Nature Recovery Action Plan

Christina Derrick, Local Nature Partnership Coordinator in Swansea Council's Nature Conservation Team presented on the LNRAP. She explained that this is a high level document produced by the LNP and designed to contribute to the 6 objectives and 5 themes of the NRAP for Wales.

CD outlined the process so far, which included consultation workshops, drafting and reviews, and reporting to the Council. She then outlined the content of the plan, which includes an overview of issues and the local context; details of 25 actions linked to the national plan and NRW's Area Statement (to be delivered collectively rather than by individual partners); habitat sections with audit information; a selection of sites (12) and species (11) to provide specific examples; and ideas for public actions.

CD also explained the next steps in the process. Several Exec members asked questions or made comments.

Item		Actions
1.	Intros, Apologies and Conflicts of Interest DH chaired the meeting and asked those present to introduce themselves to Christina. PM listed the apologies received. No conflicts of interest were declared.	
2.	Minutes of last meeting held 13/07/23 These were accepted as a true record. The only matter arising was that the Contracts Group were to meet before this meeting, and DH confirmed this had happened.	
3.	Finances and Contracts Group <i>a) Feedback from Contracts Group</i> HO reported on the main proposals discussed and agreed by the Contracts Group on 24 th – which had been circulated by PM for approval in an update email in September. These included an extension of the SEF Coordinator contract to the end of March 2024 (an additional 12 days) and a 10% admin fee charged to LCSB from April 2022. It was also suggested that the frequency of Exec. meetings reduce from 6 to 4 each year (in line with constitution). These proposals were agreed. <i>b) Updated budget for 2023/24</i> PM highlighted the main changes, mainly due to above proposals, and pointed out that that the new predicted balance at the end of March 2024 would be down to under £2,000 (once reserve and ringfenced LCSB funds are set aside). However, PM also suggested that the allocation SEF coordinator time may not all be needed and that income from EPF contracts was anticipated, so the predicted end balance may improve. <i>c) Call for new treasurer and signatories</i>	



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	<p>AB has announced that she will be standing down from the Exec and her role as Treasurer at the AGM so DH asked if anyone might be interested in picking up this role – MS volunteered (if no one else steps forward). It was agreed to consider new signatories in the next meeting.</p>	
4.	<p>Projects and Funding Updates</p> <p><i>a) Green Spaces Project</i> PM announced that the Environment Centre was successful in an application for SPF funding to maintain and develop the Green Spaces project – which the Centre will now lead on. The contract with Josh has now come to an end and the Centre will look to recruit a new officer to coordinate the project, which will include a training programme. PM and Josh are likely to continue involvement on the project steering group.</p> <p><i>b) Environmental Partners Framework</i> PM reported that discussions were ongoing with Swansea Council, in collaboration with the Environment Centre, about a contract to plan/prepare for a programme of environmental events for next year.</p> <p><i>c) Low Carbon Swansea Bay and Healthy Travel Charter</i> PM reminded the committee that the next LCSB network event was taking place on 25th October at Baglan Energy Park. PM also reported that Community Lives Consortium had now signed up to the HTC.</p> <p><i>d) Wellbeing Plan, PSB and charter signatories group</i> PM reported that the signatories group, now the lead body for the environmental objective of the Wellbeing Plan, were taking forward two projects: the first involves mapping actions on climate change and nature recovery undertaken by signatory and PSB partners plus an audit of partnerships and groups in the environment sector; and secondly, contracting a consultant to help co-produce a climate mitigation and adaptation plan.</p>	
5.	<p>Future Meetings</p> <p><i>a) Proposed dates for 2024</i> PM proposed Exec meeting dates for 2024 – it was felt that these should be a mix of in-person and online meetings.</p> <p><i>b) Plans for AGM (7pm, 4th December 2023)</i> It was agreed that this would be an online meeting and include an overview of SEF activities (possibly a presentation on LDP, though it was also suggested this may be better at the start of an Exec. meeting)</p>	



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	<p>c) <i>What next?</i> It was agreed that this would be picked up in the next meeting.</p>	
6.	<p>Any Other Business DH briefly outlined the current status of the LDP and suggested sending out further information with the minutes. JS referred to the new climate scorecard for local authorities and suggested that this be presented/discussed at a future meeting. PM briefly presented a summary of the annual accounts for 2022/23 (which he had meant to share earlier in the meeting). It was agreed that this be circulated with the minutes and PM invited members to raise any queries. The full accounts will be presented at the AGM.</p>	
	<p>2024 SEF Exec Committee Meetings 18th January* / 18th April** / 11th July* / 17th October** * in-person at Environment Centre starting 10am ** online on MS Teams</p>	