

# SWANSEA ENVIRONMENTAL FORUM

## Executive Committee

Minutes of the meeting held on Thursday 18<sup>th</sup> September 2008  
At 9.30am at Swansea Metropolitan University, Mount Pleasant, Swansea

### MEMBERS PRESENT

*ACTION*

<b>Chair</b>	Deb Hill	Nature Conservation Team Leader -CCS
	Rebecca Wright	Countryside Council for Wales
	Phil McDonnell	Environmental Consultant
	Steve Brown	Swansea Area Manager - The Environment Agency
	Anne Sennett	External Relations Officer - The Environment Agency
	Jenny Edwards	Assistant Manager - The Environment Centre, Swansea
	Roy Jones	Chairman of Friends of the Earth, Swansea
	Terry Scales	Mumbles Development Trust
	Reena Owen	Director of Environment - CCS
	Sian Jones	National Trust, Wales
	Tanya Nash	Team Leader Sustainable Development Unit, CCS
	Kate Sinclair	Agency Support Co-ordinator, Housing Dept. CCS

### 1. Apologies for absence

Nicole Jones	Groundwork
Phil Marks	National Infrastructure Development & Capacity Building Officer - Cylch
Elizabeth May	Environment Manager, Swansea Metropolitan University

Thanks were extended to R. Wright for all her work as acting Chairperson during of D. Hill's absence.

### 2. To confirm the minutes of the meeting 19<sup>th</sup> June 08.

With amendments to be made by D Hill, will be sent out following the meeting and posted on the website.

### 3. Matters arising from the minutes of the 19<sup>th</sup> June 08

Life + - AGREED – task group for accessing the funding is outstanding – date to be agreed following this meeting. DH

Groundwork – follow up meetings have been held – very supportive of Kilvey Hill Community Project. Some money will be available for a feasibility study.

A letter of thanks had been sent to H Grey for her work.

### 4. The BSP update and representation (SB)

The EA has been restructured and SB has a new position to oversee Ceridigion Carmarthenshire and Pembrokeshire. This means that SB is to resign as Chair of SEF and this was to be his last meeting. Mary Youell is to replace him in this area and will most likely replace him on the SEF Executive Committee.

SB was thanked for his contribution to SEF and the work that he had contributed and was wished success in the future.

AGREED – Set up a meeting with Mary Youell.

SB

SB had sat on the BSP representing SEF and EA. This change may be an opportunity to obtain a separate seat for a SEF representative.

RO reported that this had been raised with the Chief Executive CCS and Dave McKenna and would be a good opportunity to raise this at the next BSP meeting.

Clarification was needed on 'Sustainable Development' representation too, in community planning context..

Considered: the criteria of the representation on the LSB.

AGREED: A proposed partnership agreement to formally sign. SB to forward to SEF.

SB

AGREED: Letter before next meeting to request another seat for a SEF representative.

SB

BSP meeting 11<sup>th</sup> Nov 08

DECIDED: Sian Jones to represent SEF if one seat available and if an additional seat then RW to be the second representative.

BSP Policy Mtgs

DECIDED: JE to attend on behalf SEF, DH and TN already attending. PM to act as alternate for JE and DH.

Nominated Chair of SEF Forum – RO  
Nominated V. Chair of SEF Forum – SJ

At AGM appoint the Vice Chair, agreed that the constitution may have to be modified.

## **5. Consultation on Draft Shadow Community Plan and Shared Partnership Priorities.**

DH reported that Dave Mckenna had asked who the lead strategic partner was and who was responsible for the delivery.

How best can SEF drive forward the initiatives? The SEF Co-ordinator to complete. There is some finance available to pay a Co-ordinator to complete this piece of work to develop the project work and present to the BSP.

A discussion on the changes made on the Big List were discussed and it was agreed that the information and timescales had been changed which meant that the original information put forward was distorted, which meant that the outcomes were not achievable.

AGREED: A presentation by TN on the future etc to the next meeting.

TN

- Contracting delivery mechanism and project costs.
- Climate change.

AGREED: more work to be done for the next couple of months that the Co-ordinator can achieve.

£50, 000 grant from WAG for the LSB 31/3/09.

SEF should consider making a bid if this is the same next year.

SB – Carmarthenshire is a 3yr program and receives match funding. Has Swansea committed to the same project over the next 3 years. DH to find out.

DH

SEF could use the job description that was formulated for the Carmarthenshire post.

How could SEF deliver on the big issues? Who leads on the priorities? Ideas for possible leads were discussed. Suggestions only – need to talk to individuals concerned.

Huw Osbourne – Air quality  
TN / RW Climate change  
TN – Energy and Carbon Management  
Hamish- Swansea Bay  
RW / DH – Bio diversity.

## **Consultation on Draft Shadow Community Plan**

This had been sent out at short notice, but the deadline was soon.

AGREED: Swansea a great place to live, and everyone benefits from a good environment.

DECIDED: any comments to DH and a response will be drafted.

DH

TN reported that cross cutting issues – on the list sustainability is no.1 on the list.

A stakeholders event was to be held Nov/Dec - R Speht is the Chair.

## **6. SEF Branding**

Comments had been sent, advising that not happy with the design. The website however was going well.

## **7. Arrangements for the AGM.**

AGREED: SB to Chair the AGM

AGREED: RO to Chair the panel following the AGM.

AGREED: to invite the marine group from the University.

TN

Members can retain seat for 3 years. One third is up for re-election. PMD to check this in the constitution. PMD

## **8. SEF Annual Accounts and report(JE)**

JE Reported: In the SEF Constitution the requirement is for a Financial Examiner and this is not an audit. The Executive Report and Annual Accounts were circulated.

JE explained the Accounts information highlighting the following;

1. Total income £172, 000 Total expenditure £152, 000
2. Last Financial year the unrestricted funds were low, this year this figure has increased.
3. CCW money is shown in the CCS column due to having come via the CCS.
4. Governance - Due to the Hallaitkin work this figure has increased.

Both JE and PMD were thanked for their work completing this.

## **10. Follow up from SEF Workshop 11<sup>th</sup> July 08 with Ben Reynolds.**

### **10.1 Members interests**

This had been updated prior to the meeting and would be circulated when correct.

### **Workshop 11<sup>th</sup> July 08**

The aim was decided during the workshop and then the objectives were agreed.

Whether to take this to the AGM and if this needed to be put in the constitution was considered.

DECIDED : Sub –Group : JE, DH, TN, EM, TS and PMD to review what actions need to be followed through following the Hallaitkin report.

RW and DH had received a testimonial request from B Reynolds. RW had written a draft, any comments to be sent to RW.

## **11. Sustainable Swansea Update.**

Kathy Tate appointed on a full time basis to maintain a general presence for SS. Planet Penlan – resulted in a green map. The funding source has been extended.

K T has taken this to other communities and offered shorter courses. 3 days to interest community officers to consider longer courses in the future.

Sustainability Awards – TN CCS team had successfully co-ordinated. The feedback from the ceremony was very good, an evaluation was to be completed.

Trailblazers – SS has been working closely with schools using the Sustainability Trail and in partnership with Skools Out. Funding has been received for a few days in the spring half term.

Trailblazers – during school time 14-21yr olds (approx) utilizing the Sustainability Trail for training experience. Hilton funding in partnership with SCVS had been developed by HG and KT. Plans to employ a full time person for a 1yr project on the Sustainability Trail starting in January.

Rural Development Plan for youth projects led by Swansea Youth Service is due.

SS to have displays of Planet Penlan for the AGM.

KT

**12. Report following the meeting with SEF and the EC.**

**(see sheet)**

A meeting between representatives of SEF and the EC was recently held. Present were DH, PMD, JE Gareth (EC Manager) and Steve Bolchover.

A Formal agreement was agreed to have a SEF representative on the EC board and also an EC representative on the SEF Executive Committee.

A Memorandum of Understanding to be written to set out the relationship of the two bodies.

DECIDED: SEF Representative DH, deputy RO.

**13. Appointment of Co-ordinator for SEF.**

This would not be a solution, but would fill an urgent need. The Admin post still has funding for a few months.

Co-ordinator- a contractor was considered to do actual funding applications.

The Green City Awards – if this is offered on an annual basis SEF could be considered for 2010.

RO to circulate - European Initiative.

RO

DECIDED: To accept the proposed contract (as per appendix 1) for 6 months from 1<sup>st</sup> Oct 08.

A contract to be drafted up and signed.

Includes taking forward the points of the report. The big issues eg a Conference – invitation only?

JE to have a look at the recommendations and meet with contract group to identify priorities for contracting pieces of work out.

**14. Any other business.**

None.