



SWANSEA ENVIRONMENTAL FORUM Executive Committee

**Minutes of the meeting held on Thursday 20th November 2008
At 9.30am at The Environment Centre, Pier St., Swansea**

MEMBERS PRESENT

ACTION

Chair	Deb Hill Rebecca Wright Phil McDonnell Anne Sennett Jenny Edwards Sian Jones Tanya Nash Phil Marks	Nature Conservation Team Leader –CCS Countryside Council for Wales Environmental Consultant Area Communications Officer - The Environment Agency Assistant Manager - The Environment Centre, Swansea National Trust, Wales Team Leader Sustainable Development Unit, CCS National Infrastructure Development & Capacity Building Officer - Cylch
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(Visitor from Uganda – came with AS, Patience B...)

1. Apologies for absence

Terry Scales Roy Jones Elizabeth May Mary Youell Elfed Roberts Kathy Tate	Mumbles Development Trust Chairman of Friends of the Earth, Swansea Environment Manager, Swansea Metropolitan University Swansea Area Manager - The Environment Agency Architect and Deputy Director: Grwp Gwalia Cyf. Project Worker, Sustainable Swansea
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2. To confirm the minutes of the meeting 20th September 08.

DH apologised for the minutes not being available before the meeting. Sam Caswell had prepared them. She has now finished with us and JE will do minutes as part of SEF/EC contract. The minutes were amended by the exec at the meeting and then accepted as a true record.

3. Matters arising from the minutes of the 20th September 08

Life + meeting not yet happened. DH will ensure those from SEF interested (SJ, JE) are invited.

DH

DH to write formal letter of thanks to SB. JE to invite him to Christmas mtg and lunch. A gift was suggested too

DH JE

JE has spoken to Mary Youell, she will attend exec when able, AS will report from this mtg to her. JE will ensure she gets papers.

Draft Shadow Community Plan – DH had not received any comments. TN said it would be going out for wider consultation soon – so we still have chance to comment. TN will send out a copy for circulation via JE. All to send comments to JE for a SEF response.

TN

SEF/EC contract written, but MOU not yet produced.

JE and PM had met to discuss accounts. Budgets are set for contracts etc. JE will present at next mtg

JE

4. The BSP update and representation

Representation: SJ had not received an invite for BSP mtg for 11th Nov. SB had offered to write to Dave Mckenna (DM) to ask for SJ to replace him and for another envt rep – but may not have been done – DH to contact SB and then DM –WLGA guidance notes will be useful for conversation. We do not have a list of future mtg dates and presentations either.

DH

Agreed SJ will continue to keep exec informed of BSP mtgs and agendas via succinct emails.

SJ

Policy meeting: At the Nov. mtg TN ran a Futures Horizons planning session. This looked at key areas strengths, weaknesses.. For mid and long term planning. The meeting was not well attended, but even so 2 hours was not long enough to do the subject justice. Dave Mckenna was not there. TN not heard anything since the meeting on how work will be carried forward.

SEF may gain from this sort of approach too. Very new – report out soon from WLGA. TN will talk to author as to best approach with BSP, may be good for Better Swansea Alliance mtg March 3rd next year.

TN

One Wales One Planet consultation event held on 19th Nov. WAG's SD scheme consultation. In Swansea good sef representation – no community strategy people, elected members or chief execs attending. Was an interesting day, with plenty of chance to input through laptops on the tables. They gave an open invitation for individuals to contact and ask for consultation visits.

Agreed: JE to invite them to consult SEF Exec at January mtg.

JE

SEF is working on being more proactive – currently the **Big Issues** contract is an attempt at this: A chance for us to be seen as doing not just on soap box, winging.

Karen Shadrack has moved from Community planning – DH to re-extend invitation to SEF Exec to Dave Mckenna and his team.

DH

TN explained that she has been asked to do a “**sustainability review**” of the community plan. It had been announced in the shadow community plan that this would happen for all 4 cross-cutting themes. Will be done using a CCS overview board, headed by Cllr Rob Speight. A stakeholder group will be chosen and the review will be held on 23rd January 2009. Will ask the question: “How fit for purpose is the community plan?” The end result after one year will be an action plan for the BSP.

5. SEF Branding & Website

JE reported that the logo has been settled on and that the Welsh and English pop-up banners are complete and were on display for the meeting. The two-sided introductory leaflet has also been printed and was available at the meeting.

The web-site is almost completed. It can be viewed at <http://www.newwave-web.co.uk/SEF> JE PM and KT had attended a training session with the designer so that we can understand the content management system. There are now a few tweaks to be made before it goes live in early December. The website was viewed by the exec at the meeting. SJ said it would be good to have it in Welsh – JE explained it was a capacity issue – nobody to update in Welsh.

EA entry needs changing. SJ offered to send her Gower newsletter; others were invited to help with updates, stories and of course any errors spotted.

SJ

6. Feedback from AGM

There was a very good turn out and plenty of discussion.

SB officially stepped down and RO took over as forum chair. The forum was told of likely constitution and mission changes – we will need EGM to approve at a later date.

Officers agreed as discussed at last exec. PM has since spoken to local spatial plan officer – Paul Jones. He expressed an interest in joining the exec. He had helped judge Sus Swan awards in the summer. PM will invite him. JE will then send him papers.

PM JE

7. Future Forum and Exec Meetings

Exec meetings:

Next exec is 11th December 9.30am at the Environment Centre.

Agreed we would have a Christmas lunch following it. JE to book.

JE

2009 dates:

Friday 30th January 9.30am at the Environment Centre (at this mtg need to make decision about Big Event)

Rest to be decided between JE and DH (check with EM re: teaching commitments) Then circulated.

Full forums: (proposed dates)

Mon Feb 16th – A Big Issue, not covered by contractor: *Halting Biodiversity Loss* suggested.

DH, RW, SJ to make up subgroup with JE. DH to talk to Biod Partnership too. JE to co-ordinate.

(Centre not avail – need another venue)

DH JE

Weds June 10th – Another Big Issue (link with contract?)

Tues 12th Oct AGM and discussion

Weds 25th Nov - ?

8. Member's Interests Update

Most members had now sent their network details through. JE presented a table to the group. A few amendments were made. RJ added his details.

There was a good spread for environmental themes and some cross county representations. The main gaps were under other community plan themes.

PM and RO are on the Swansea local Health alliance.

RO and TN are involved in city-centre partnership and SJ in rural development. JE, PM and SJ are peripherally involved in Swansea 2020 under Econ regeneration, but there is no rep on the exec group. Not obvious in structure where environment fits in. JE will talk to Ali Bond, SCVS – she is vol. Sector rep.

There is nobody on the Learning Partnership and Safer Swansea.

Under community planning – the SEF rep on BSP is yet to be sorted, but there is nobody on the Local Service Board.

Most representation is not as an official SEF representative. JE was asked to make a list of organisations in which we would like official SEF representatives.

JE

RJ will suggest himself as an official Environment Centre representative on SEF Exec, at the next EC board mtg.

RJ

9. Sustainable Swansea Update

KT had prepared a summary for the exec. PM reported that **Communities @ One** money continues to be extended bit by bit. KT is now running a series of taster sessions for 5 community one areas. In January it is planned that one of the five areas already worked with will be given the *full-blown* Community Green mapping experience.

TN asked if the latest Sus Swansea award winners were on the green map? JE will ask KT

JE

Other main project is **Trailblazers**. TB1 for 8-14 yr olds was run in the summer and will conclude in February half term. TB2 is for an older age group 14-25 years. It is based on the trail sites and a few others and gives young people volunteering experiences, which is tailored to them and makes them more employable. There is also a capacity building element for the trail sites. Being done in partnership with SCVS. So far we have monies from Hilton, Gulbenkian and a WCVA grant bid in. DH said that Tidy Towns might offer some money for resources. Links with the NEETS agenda under LSB (may be some money) and Swansea 2020. SJ said it would be great to leave a legacy of champions in different communities.

In total should have funds for a one-year youth worker post. Will be employed through the Environment Centre, will be recruited ASAP. JE will do with Sus Swan sub-group support.

The future of the digital media work is yet to be decided, but everyone agreed it is a key part of the project and that KT was a great asset and should be part of the project's future. There is CCW monies available for next year and the possibility of a compact grant. The Sus Swansea sub group will meet before the next exec and report back.

10. SEF Contracts Update

SEF/EC Contract: JE reported that this had been formalised and was progressing well. Under the contract a work plan has been developed around Ben's recommendations. So far: logo, website and publicity materials developed, the recent EOI's were written, advertised and processed, two CCW reports written and payments secured, annual accounts done, finances recorded and budgets being developed and help and support given to KT in grant applications, project development and personnel support given.

BIG Event for 2009: EOI's were sought, KT and JE assessed the one EOI received, and PM Developments was appointed. Progress will be overseen by the Sus Swan sub group.

PM presented a number of options. It was decided that the Hard Rain Exhibition would be pursued.

PM will now work on gaining more exact costings, the support of key partners and sponsorship. He will report on progress at the next exec. A decision on going ahead will be made at 30th Jan exec.

Big Issues: 5 EOI's received. TS and JE short-listed and contract awarded to PM Developments.

PM outlined his approach: will start with key stakeholders and develop an approach with them. Aim is to have initial meetings in January. By end of Feb, SEF should have a mini-action plan of how each Big issue will be approached and a lead partner identified. Plans will include how the work on the Big Issues can link in with events and full forum meetings.

Business Prospectus: 3 EOI's received. TS and JE short-listed and contract awarded to PM Developments.

PM presented a number of options and the content and concepts were discussed. Agreed which option to go with. A fairly flexible cover for the folder will give flexibility of use.

This is not a business plan it is mainly for promoting SEF to potential funders. JE was asked to put together all Ben's recommendations and how they are being achieved into a document, ready for the next exec. This is to be seen as the basis for our short-term "forward plan".

JE

12. Any other business.

SJ said that *Common Sense* products had won a Business and Biodiversity award from Arena Network.

JE will send around WAG's Green Jobs consultation. Agreed to have an SEF response, JE to collate.

JE