

SWANSEA ENVIRONMENTAL FORUM

Executive Committee

Minutes of the meeting held on Thursday 19th June 2008
At 9.30am at The Environment Centre, Swansea

MEMBERS PRESENT

ACTION

Acting Chair	Rebecca Wright	Countryside Council for Wales
	Phil McDonnell	Environment 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
	Elizabeth May	Environment Manager, Swansea Metropole University
	Roy Jones	Chairman of Friends of the Earth
	Phil Marks	National Infrastructure Development & Capacity Building Officer - Cylch
	Terry Scales	Mumbles Development Trust
	Deb Hill	Nature Conservation Team Leader -CCS
	Reena Owen	Director of Environment - CCS
	Jake Griffiths	Environment Co-ordinator for Swansea – Arena
	Nicole Jones	Groundwork
	Ben George	?

1. Jackie Thomas, The City and County of Swansea.

Presentation on the Launch of Life + in Wales see attached power point document.

Points raised during the presentation:

1. This is not Convergence Funding and is separate.
2. Match Funding cannot be from any European source.
3. Targeted to environmental projects.
4. One million euros is the maximum amount.
5. The Environment Strategy Items identified could be used.
6. SEF has agreed to be more a policy group, but could facilitate other groups to submit an application.
7. Business and Biodiversity partnership
8. Must be a new project.
9. A task group could be set up to have a look at submitting an application.
10. AONB – Does this exist in other countries in Europe?
11. How can SEF let a wider audience know about this?

Decided: Task Group – D. H., R.W., E.M. and J.E.

DH/RW/EM/JE

Crymlyn funding could be used as match funding.
Staff time could be paid for with this funding.

2. Confirmation of minutes

Amendment: Item 2.1 R.O. had not attended the BSP meeting.

Item 2.2 Written up-date of sub group – E.M

Point 8 – The Community Strategy Team & SERP need clarity on what SEF is.

Point 13 – Join to Item 8

Proposed: The minutes were true and accurate.

Agreed: Only the minutes to be put on the website.

3. Matters arising from the minutes

Item 3 : A Follow up workshop was held 9th June 08 see attached sheet appendix 1.

R.O. reported:

A meeting with Groundwork had proved very useful. With regard to the funding at Kilvey, Groundwork would make a useful contribution.

3. Matters arising from the minutes cont...

Volunteers in the community were getting involved with projects and were also keen to get involved with the discussions. People are interested in Crymlyn and Kilvey. A separate meeting may therefore be needed in order to involve the community.

Item 6: An ecological footprinting meeting was due to be held in Cardiff.

4. Hallaitkin Report

The Summary Recommendations of the Report were considered and the following points agreed:

(See appendix 1 which accompany the minutes)

Summary Recommendations Nos 1-4

1. A final report was considered which could link to Life + once SEF had worked through some of the issues outlined in the report.
2. In delivering the Environmental Strategy, SEF recognises that there will be an example where there will be gaps. It would be the responsibility of SEF to ensure that these gaps are filled.
3. SEF's priority would be Strategy, but will take the opportunity to undertake projects if needed.
4. SEF to facilitate practical action.
5. Marketing – SEF needs to understand its aims and objectives in order to develop a marketing plan. Wider areas sometimes are not aware of exactly what SEF is or what SEF does.
6. Opportunity for SEF to commission research.
7. SEF needs its own Development/ Action Plan, that is reviewed regularly.

No 5

1. Safer Swansea Partnership is a Statutory organization and the finance for this sits with the CCS, but is only available for this Partnership and is not used for anything else.
2. CCW money is paid directly to SEF now.
3. A bank account is needed to bid for money.
4. Earth from the Air was held by CCS, but when ringfenced, cannot be cut.
5. JE is volunteer treasurer, who puts in time looking after the money that all of the Executive Committee are responsible for.

No 6

1. Membership – The Environment Centre has a separate membership, which has to be paid for. SEF membership is free.
2. Membership is necessary as the constitution is written with this as a requirement.
Answer: yes in the short term, but should be looked at in the long term.

Agreed: For nos 6,7,8 defer until September 08

No 9

1. Environment Agency would only be able to provide funding if applied for each year.
2. A prospectus – with the aims and objectives of SEF set out clearly in order to access funding.

Agreed: September/October 08

No 10 Agreed: November 08, **No 11 Agreed:** AGM October 08, **No 12** Workshop 11th July 08

No 13 Agreed with recommendation, **No 14 Agreed** with recommendation

No 15 Agreed: November 08, **No 16 Agreed** with recommendation

- No 17**
1. The two independent bodies need to put in writing the agreement between the two parties.
 2. Clarification what each others role is.
 3. Formal agreement needed
 4. Formal representation on the EC Board. TN was on the Board representing SEF.

No 18 – 22 Decided : Deferred until after setting the aims and objectives.

Item 4.5 Workshop date 11th July 08

Sustainable Swansea and SEF aims and objectives.

Item 4.4 Marketing and Promotion

J.E. Reported: Marketing materials, produced by Hallaitkin, were available at the meeting for members to view and comments and feedback was requested.

Decided: SEFSwansea.net as the website address.

Trying to get a recognisable brand. **Decided:** DH to work with JE to revise the concept.

5. Tidal Lagoon

Reported: T.S.

- Huge sums of money was due to be put into the tidal barrage. A stakeholder consultation would not be held yet.
- Swansea - to host a pilot scheme and a research programme was being considered.
- SEF should try and facilitate this. Looking for a register able address? Could SEF host the Company that they are trying to set up to facilitate this?
- It would be a community owned project.
- The future – to host a Consultation Forum.

SEF AGM – Tidal Lagoon + The Severn Barrage

2 speakers for the AGM EM to speak to Peter Jones, Andrew Davies and Mike Phillips

6. The Big List and BSP update

Reported: S.B. and R.O.

1. There were three projects and these were generally supported by most of those present.
2. Dave McKenna wanted to have topics that would see short term gain.
3. The Membership is to be reviewed. SEF could formally write to the BSP. It is disappointing that this sector is not represented at this level. The review that is due should consider this. The Environment in Swansea is the reason that people visit. S. B. could sign the letter.
4. Projects will be in the re-draft of the Community Plan. SEF needs to think tactically how more representation can be achieved.
5. The New Corporate Plan, The City and County of Swansea – The Environment is the top priority.
6. The SEF brand will need to be strong and also that the projects that are put forward are carried through.

7. Sustainable Swansea Update.

Reported P.MD

Helen Grey had resigned and taken up another position elsewhere.

For this interim period Cathy Tate was working full time to cover.

Planet Penlan – Cathy would cover some of the project development and admin etc.

P.MD. had taken on the awards project.

Trailblazers 2 – to engage 14-16yr olds practical activities on the Sustainability Trail and beyond – Partnership with the SCVS. Could put out to contract.

The equivalent to Earth from the Air next year, but need to start this in September.

K.T. Planet Penlan – Green Maps and also the website was live now.

Faiths map launched recently

Agreed: Formal letter of thanks to Helen Grey .

RW

8. Financial Update.

Reported: J.E.

£71,000 opening balance. There is a new system in place for the accounts for the financial year 2007/08.

The Admin Contract still has money for a few months more.

The Strategy Contract is now complete.

The Development Contract has been paid half the amount and will be paid when the branding/marketing is finished.

9. Any other business.

Diversity Week at the Environment Agency – Martin Palmer – The Director General of the Alliance of Conservation

A talk had been given and this was put onto a CD is available for members to watch.

Excellence Wales – WRGA The CCS are to commit to a bid- a local authority award

Partnership working – SEF and the Strategy were well received.

12/13 Nov to promote good practice – half day workshop and case study for the website. Any comments D. H. to circulate to all.

Help was required for Greening your Business.