



SWANSEA ENVIRONMENTAL FORUM Executive Committee

**Minutes of the meeting held on Friday 30th January 2009
At 9.45am at The Environment Centre, Pier St., Swansea**

MEMBERS PRESENT

ACTION

Chair	Deb Hill Phil McDonnell Jenny Edwards Tanya Nash Kathy Tate Terry Scales Roy Jones Paul Jones Nicole Jones	Nature Conservation Team Leader –CCS Environmental Consultant Assistant Manager - The Environment Centre, Swansea Team Leader Sustainable Development Unit, CCS Project Worker, Sustainable Swansea (part of mtg) Mumbles Development Trust Chairman of Friends of the Earth, Swansea Spatial Plan, Welsh Assembly Government Groundwork Bridgend Neath Port Talbot
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1. Apologies for absence

Sian Jones Elfed Roberts Rebecca Wright Reena Owen Hamish Osbourne Phil Marks Elizabeth May	National Trust, Wales Architect and Deputy Director: Grwp Gwalia Cyf. Countryside Council for Wales Director, Environment – CCS The Environment Agency National Infrastructure Development & Capacity Building Officer – Cylch Environment Manager, Swansea Metropolitan University
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2. Presentation by Simon Bilborough

SB gave a short power-point presentation on the new WAG SD scheme for Wales. This will be circulated with the minutes. The closing date for the consultation is February 4th 2009. It was agreed that SEF would send a group response based on the comments to SB's presentation. All exec members were asked to forward comments to JE by 2nd Feb. TN will send the CCS response, which she had prepared for cabinet to JE. JE will collate a response on 3rd Feb and circulate it. Any adjustments will need to be made quickly to meet the 4th Feb deadline. JE

Travel Towns sounds like good project. Undecided on pilots yet – PJ will ask Jason Thomas WAG transport planner about process. PJ

SB asked if he could receive a copy of Neath Port Talbot's Environment Strategy. JE will email it to him (and TS). JE

Footprint Wales have produced a draft paper on criteria for a new "Footprinting grant". SB will email to JE for circulation. JE

SB explained that the Wales Waste Strategy will be available for consultation in April and the "National Energy Efficiency Savings Plan" will be launched soon, followed by an over arching "Energy Strategy" at the end of the year. The confirmed One Wales One Planet documents will be published at the end of March.

3. To confirm the minutes of the meeting 11th December 08.

The minutes were accepted as a true record.

The date for the AGM is 12th October, but it is a Monday not a Tuesday.

4. Matters arising from the minutes of the 20th November 08

LIFE+ funding to be discussed at Biod mtg on 4th Feb. DH invited exec members to attend. She will keep exec informed. DH

SEF/EC MOU presented a meeting. t

Paul Jones has joined exec. The chair welcomed him on behalf of the exec.

JE & DH to co-ordinate writing to thank AGM speakers – to be done JE DH

JE has talked to Ali Bond, and will now talk to the SERP co-ordinator with the aim of getting involved again. JE

The exec's Green Jobs consultation response will be collated by 20th Feb deadline. JE

The web-site is now live! JE PM and KT have had training in updating it. JE will publicise it in Green Light. KT has added the Environment Centre to Google Earth.

5. The BSP update and representation

Pete Jordan is the new EA rep on BSP/LSB. He will not attend SEF Execs, this will be done on behalf of EA by Hamish Osbourne. JE and DH will meet with them both on 6th Feb. The meeting expressed concerns about the lack of continuity with PJ not being on the exec. DH will bring up this reduction in high level EA support for SEF at the meeting with PJ and HO. PJ attended the BSP on 20th Jan.

The Contracts sub-group has looked at the LSB agreement that we have been asked to sign as the environment partnership. There were several issues including commitments that SEF did not necessarily have enough resource to cover. Also there was the idea of LSB members sponsoring our Big Issues (now called Open projects), which was seen as a problem, as either PJ will have to sponsor all 5 SEF projects (there are 14 in total) or other LSB members, who do not know our work and may not be so motivated, will sponsor our projects. DH is drafting a letter to include the above concerns and others previously voiced over representation. She will circulate it for comment. DH

SEF have not yet registered a view on the shadow community strategy. Issues include: the lack of clear processes and procedures, the fact that it does not appear to reflect views submitted on previous plans, how democratic is it? How will groups work together? It needs mechanisms for monitoring progress. Any views should be sent to JE so she can collate a document. JE will also invite wider membership for views. ALL JE

6. Future Forums

February forum: DH is meeting with Biodiversity group on 4th Feb. Will discuss this, but need to move it. Agreed date **March 17th**, but to be confirmed. JE will check Centre availability. (now 19th) DH JE

June 10th Forum: TN to lead "Climate Change Mitigation" BIG Issue.

October 12th (Mon) AGM: Marine theme agreed with a talk by Phil Cotes and also something from Blue Flag BIG Issuegroup. DH to invite Phil Cotes. DH

November 25th forum: Air Quality BIG Issue

Dates will go into Environmental Events leaflet. PM

7. Sustainable Swansea Update

The steering group (AB, JE, PM (chair), DH & KT) met on 27th Jan. KT gave the meeting an update.

Digital Media Project KT reported that she is about to start with a more in depth 3 month programme for Castle Community First. Will involve working with small groups, offering IT training and developing a Green Map for the ward. Sign up for the courses has been high and the Castle team have been very supportive. Castle Communities First have agreed to contribute £900 to the cost of producing a Green Map. Com @1 have confirmed funding beginning Jan- end of March 2009. TN suggested KT talk to City Centre Partnership about linking with them. KT

KT and JE are working on gaining funding to continue this work after April. The new funding will allow for similar community green maps but also a more general support role too. Compact funding – one year based on shadow community strategy criteria has been identified, as have other charitable trusts.

KT's post will end at the end of March if we are unsuccessful in gaining funding, it was agreed that KT was a highly valued employee and that if needed the forum would extend the post temporarily using unrestricted funds for a few months.

Trailblazers 1 will be completed in Feb half term. A temporary worker has been employed to deliver this. Bookings are going well. Another 2/3 week scheme is planned for this summer, we will apply for a Skools Out grant once again. This will cover a lot of the cost but some general Sustainable Swansea funds are likely to be needed too.

Trailblazers 2 the volunteering project for the older age group (14-25 years) is being delayed as we have discovered that the WCVA expect us not to start until they have made announcements on the grant we have applied for. We should hear in early Feb. If we do not get the WCVA grant we can run for 6 months starting asap or with WCVA we can run for one year, and will have some funds for a further 2 years. KT is currently working with Bishop Vaughn on a pilot.

KT commented that she felt that the new SEF and Sustainable Swansea structure is working well. DH seconded this.

The BIG Event – PM presented a paper on progress, JE will send this around with the minutes. JE
Mark Edwards, the artist, will give a free presentation on Feb 9th at the Mansion House. Key players – CCs, EA, CCW and previous sponsors and partners have been invited. 20 of the 30 places are filled so far. Exec members: JE, PM, DH, RO, KT will attend. It was suggested that PM also look at people involved in the awards as possible invitees. RO is the host as SEF Chair. It will begin with a welcome from RO, then PM will give facts about EFTA and explain what we want to achieve. PM said that it was not all about money, support of partners like Evening Post and SCVS are key too. Then the group will have the one hour presentation from Mark Edwards. Funding - £10k of compact under-spend can be used and DH has identified £9K of CCS's CCW grant that can be spent on this. (DH asked JE to invoice her). JE

With this £19k available it was agreed that we would go ahead and book the exhibition. This will allow us to secure the infrastructure but not much else; ideally £55k in total should be secured to allow for staff time and events budgets etc.

The meeting agreed that PM was to continue with securing the exhibition.

The Vital Signs part of the exhibition, that highlight solutions, may have a section that has a local theme and information, which would be real plus, especially as this will then be displayed in Copenhagen.

8. SEF Relationships

RJ raised a question that arose from a **SCRAP** meeting. The SCRAP members wanted to understand our relationship with them. At the moment they are mentioned in the Environment Strategy, but not much more. It was agreed that Phil Marks as SCRAP Chair and a member of SEF exec would be asked to tell us more about SCRAP and the situation with the Waste Forum too, as well as to clarify what they want to know. It may be that presentations could be made at each others meetings. RJ will take this back to SCRAP. RJ

JE had spoken to Sharon Miller, the **Health Social Care and Well-being** Strategy Co-ordinator, about improving links between us and Health. She indicated that she would be interested in telling us more about her partnership's work. It was agreed that JE would invite her to the next exec mtg. She will be invited to give a short presentation that can include her ideas for working together with us through the BIG issues. JE

9. SEF Contracts Update

SEF/EC:

JE presented a draft **MOU** between the Centre and SEF. This was accepted and will now go to the Centre's board for agreement. It will then be signed by RO as SEF Chair and Steve Bolchover the Centre's Chair of trustees. JE
The current contract for **SEF and Sustainable Swansea co-ordination and project management** runs until the end of March 09. The Contracts subgroup discussed options for delivering this and made the recommendation that the arrangement be extended for another 6 months, until the end of September 09. The current level of support will be kept for 3 months and reviewed at that point, with the possibility of reducing the number of days considered at that point. Current cost is £7,500 for 6 months. JE will draft a contract and ask EC to invoice SEF at the appropriate time. JE

BIG Issues:

The BSP has asked for bimonthly reports on each of the BIG Issues. These have been completed by DH PM & TN. JE will send these around for information once she has received them all. TN DH JE

PM reported on current progress.

Blue Flag – PM has met with the Water Quality group that includes EA, CCS and Welsh Water, and now CCS Public Health too. PM is to organise a meeting for 30-40 interested parties at the end of March. The meeting will be told about what obtaining a Blue Flag entails, using case studies (e.g. Aberavon). The group will then identify their next steps. SEF will provide a lunch.

Air Quality – PM is meeting a small group on 20th Feb. Will be mainly CCS and chaired by RO, but also includes Swwitch, a health representative and the Transport planner from WAG.

Climate Change Adaptation – BSP Policy group members will be invited to an event on 27th Feb, which will start the process and hopefully gain their support for it. A larger event will probably follow.

Climate Change Mitigation – The strategy's Buildings and Energy sub-group will meet on 24th Feb to look at membership, the LDP and also to discuss how to approach this issue.

Halting Biodiversity Loss – This will be discussed on Feb 4th at a Biod partnership task group meeting. The next steps will then be identified.

Business Prospectus:

The general information leaflet has been printed. The folders will arrive shortly; PM showed the group a sample. All agreed that he had done a good job. It was agreed that producing further items for inclusion in the folder was not a priority, project's like Sustainable Swansea already have leaflets and other items like membership forms can be included when needed.

Business Plan: PM has been able to include time for this within his other SEF contracts. He presented an outline for a plan that had been discussed at the Contracts sub. Most of the information has already been put together for other publications, like the prospectus, the HallAitken report and the Strategy. PM will work on this at the beginning of Feb and circulate a first draft via email.

PM

10. Any other business.

TS mentioned that Peter Kenyon had visited various people in Swansea and that things will be happening shortly.

TS brought the Co-operative group's Plan Bee campaign launch to the group's attention. The plight of the bee could be covered under the Biodiversity BIG Issue forum in March.