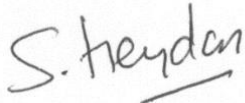


Summons to the Monthly Meeting of the Environmental Committee

Councillors:

Helen Nelson (Chair)
Rhian Evans
Richard Jarvis
Sara Keeton
Emma McNamara
Clare-anna Mitchell
Angela O'Connor
Carrie Townsend Jones

You are **SUMMONED** to the **MONTHLY MEETING** of the **COMMUNITY & SOCIAL DEVELOPMENT COMMITTEE** to be held on Monday, 27 June 2022 at 6.30 pm. via zoom



Steve Heydon
Clerk to the Council
Dated 24 June 2022

**Environmental Committee
Meeting Agenda
27 June 2022 at 6.30 pm
(via Zoom)**

- 01 Apologies**
- 02 Declarations of Interest**
- 03 Minutes of the Previous Meeting**
- 04 Actions arising from previous meetings**
- 05 Welcome to co-opted members Ennea, Ed and Chris - ask Ed and Ennea to introduce themselves**
- 06 Committee Terms of Reference and scope of work**
- 07 Report from Environment Engagement Officer**
- 08 What next for the Committee - what are our priorities for 2022/23 [I want to make sure that we have plenty of time to hear from committee members about their ideas for our work this year**
- 09 Gower Partnership - to be led by Cllr. Sara Keaton**
- 10 Placemaking - West Cross Top Shops**
- 11 Report on E Cargo Bike Delivery Service Scheme to Mumbles area**
- 12 Date of next meeting**

July 25th, August TBC, September 26th, October 24th, November 28th, December TBC

**Minutes of Meeting of the
Environmental Committee
held on 6 June 2022 at 6.30 pm
(Hybrid Meeting: Gower Wildflower Centre,
Clyne Common & Zoom)**

Councillors Present: Helen Nelson (Chair), Rhian Evans, Richard Jarvis, Sara Keeton, Emma McNamara, Clare-anna Mitchell, Angela O'Connor & Carrie Townsend Jones

Guest: Christopher Evans (City Councillor for the Mayals Ward)

Officers Present: Steve Heydon & Jasmine Weedon

EN2205-01 Apologies:

None

EN2205-02 Declarations of Interest

None

EN2205-03 Minutes of previous meetings

RESOLVED to approve the minutes of the meeting held on 28 March 2022 as a true record.

EN2203-04 Actions arising from previous meetings

ACTION – Terms of Reference to be drafted by Richard, Carrie and Claire

EN2203-05 Election of Vice-Chair

Richard Jarvis was elected as Vice-Chair

EN2203-06 Committee co-options

RECOMMEND that Ed Hall, Ennea Smith & Chris Evans be co-opted.

EN2203-07 Knowing me knowing you, aha. Introductions - mapping out what we bring to the committee in terms of skills and interest.

Councillors outlined their skills and enthusiasms'

EN2203-08 What work have we got on at the moment - report from Environment Engagement Officer

Jasmine read their report.

EN2203-09 What next for the Committee - what are our priorities for 2022/23: (a) wildflowers (b) weed killer (c) Fairwood Park (d) other ideas - recycling etc.

ACTION – Helen Nelson to circulate report on Fairwood Park

ACTION – Carrie Townsend Jones to make agreed amendments to the Groundsperson job description and send to Clerk.

RECOMMEND that the Groundsperson Job Description is approved and that the position be advertised.

ACTION – Jasmine Weedon to devise wording to illustrate our green aims for MumblesFest.

EN2203-10 Date of next meeting

Monday, 27 June 2022 at 6.30 pm.

Meeting ended at 8.11 pm

Report Actions arising from previous meetings

Meeting paper for Environmental Committee – 27 June 2022

Agenda Item: 4

Item	Actions	Update
EN2109-04	Terms of Reference ACTION - Chair & Vice Chair to draft and circulate before the next meeting.	<i>Completed – Draft terms of reference in Agenda Pack.</i>
EN2202-04	Actions points arising from previous meetings ACTION - Cllr Carrie Townsend Jones to speak to Mark Thomas regarding paths in Castle Woods. ACTION - EEO to send photos of blocked paths to Cllr Townsend Jones	<i>In Progress – awaiting response from Jamie Rewbridge</i> <i>Outstanding?</i>
EN2202-09	Bike Stands in Mumbles ACITON - Clerk to check on who paid for bike stand and permissions needed.	<i>Outstanding</i>
EN2202-11	E-cargo Bikes ACTION - Chair to produce a resolution by Thursday, 3 March 2022.	<i>Completed. See EN2203-07 below</i>
EN2202-14	Nature and Us ACTION - Clerk to check on position regarding pollution monitoring in Mumbles by Swansea Council and check whether offer to provide monitor at Skatepark – made by a few years ago is still available.	<i>Outstanding</i>
EN2202-16	Website & social media	

	EEO to put Nature & Us items of social media.	<i>Completed - Ongoing.</i>
EN2203-04	<p>Actions points arising from previous meetings</p> <p>ACTION – Clerk to arrange meeting with Dave Stares to discuss Swansea Council’s ‘wildflower’ displays and use of weedkiller</p> <p>ACTION – Clerk to chase SA1 regarding the social media campaign on potential wildflower sites.</p> <p>ACTION – Clerk to ask Swansea Council to wash five bus shelters in most need of cleaning.</p> <p>ACTION – Clerk to invite air pollution specialists to the June meeting of the committee.</p>	<p><i>Outstanding</i></p> <p><i>Outstanding</i></p> <p><i>Outstanding</i></p> <p><i>Outstanding</i></p>
EN2203-07	<p>E-cargo Bikes – Report from Ed.</p> <p>ACTION – RFO to check on insurance position with regards to both the bike and the driver.</p> <p>ACTION – RFO ask her solicitor to draw up and agreement for MCC to use to ‘loan out’ the bike to shopkeepers.</p> <p>ACTION – Clerk to speak to Llanelli Town Council about their project.</p> <p>ACTION – Ed to lead team producing report for next meeting and recommendation to full council.</p>	<p><i>Completed – See below</i></p> <p><i>Completed – See below</i></p> <p><i>Completed – See below</i></p> <p><i>Completed – Report produced and in Agenda Pack.</i></p>
EN2203-08	<p>SMUGS Water Supply</p> <p>ACTION – Richard to remove blue pipe</p> <p>ACTION – Jasmine to chase Welsh Water</p>	<p><i>Outstanding</i></p> <p><i>Outstanding</i></p>
EN2203-10	<p>Green Mumbles Fest</p> <p>ACTION – EEO to do a ‘green audit’ of Mumbles Fest and other events MCC put on.</p>	<p><i>Ongoing</i></p> <p><i>Ongoing</i></p>

	ACTION - EEO to do calculate carbon footprint of event and recommend any mitigating measures with a view to becoming a carbon neutral festival.	
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Environmental Committee

Terms of Reference (Draft)

1. Mission:

The committee aims to ensure that the actions of Mumbles Community Council (MCC) are in line with the Well-being of Future Generations Act and the Climate Emergency that the Council declared. It will promote sustainability, environmental resilience and biodiversity in all areas; work towards the aim of a plastic free Mumbles; and to minimise the use of harmful pesticides like glyphosate in the MCC area. It will encourage residents to adopt sustainable planting and enhance MCC's green spaces to the benefit of the community.

It will work towards reducing air, land and water pollution. To encourage initiatives that provide safer streets for pedestrians and cyclists, a cleaner environment through improved cleaning and recycling programmes and improving the water quality of our local beaches through reducing single use plastics. To ensure that all assets owned or leased by the council are of the highest possible standards of sustainability, aim to be carbon neutral and maximise the use of renewable energy sources. To create opportunities for residents and visitors to enjoy the natural environment. It will ensure that all the work of the committee adheres to the sustainable development principle of the Well-being of Future Generations Act, specifically Well-being Goals 2 and 7, and the local Well-being Objective – Improving Well-being by working with Nature.

2. Objectives:

- a) To ensure that all MCC activities support the sustainable development aims of the Well-being of Future Generations Act and strive to achieve carbon reduction or at minimum carbon neutrality
- b) To engage in effective placemaking processes through community-based participation. To capitalise on our community's assets, inspiration, and potential, to create quality public spaces that contribute to people's health, happiness, and well being
- c) To ensure that the MCC area enhances environmental sustainability and biodiversity and strengthens the Margam to Mumbles bee corridor
- d) To ensure that MCC ensures that sustainable development principles inform decisions on planning applications and placemaking schemes
- e) To ensure that all green spaces owned or managed by MCC are planted with native and pollinator-friendly species and are designed to maximise diversity and support wildlife throughout the year.
- f) To encourage residents and businesses to maximise recycling, minimise waste and reduce the use of single use plastics.
- g) To ensure that Mumbles is a clean, tidy and litter-free area for the maximum enjoyment of residents and visitors

3. Composition:

a) Membership: The Committee will consist of: - A minimum of six and maximum of nine councillors appointed by the MCC at the Annual Meeting each May. Non-voting members of the public may be co-opted where their knowledge or expertise will be of value to the committee.

b) Chairship: The Committee will annually elect a Chair and a Vice-Chair (or Co-Chair) from its Councillor members at the first Committee meeting after the Council's Annual Meeting. If not possible, the election will take place at the first quorate meeting of the Committee

c) Meetings: The Committee will agree a regular date and time for meetings and produce a schedule of meetings at its first meeting after the Council's Annual Meeting. There must be a minimum of four meetings in any year (May to April)

d) Voting: Co-opted members of the public may not vote on resolutions

e) Quorum: The quorum for a meeting will be no less than three

f) Rules & Regulations: i) The councillor's CODE OF CONDUCT will apply to all members of the Committee. ii) The conduct of meetings, i.e. declarations of interests, debates, voting etc., will be governed by the Council's STANDING ORDERS.

4. Rights and Powers:

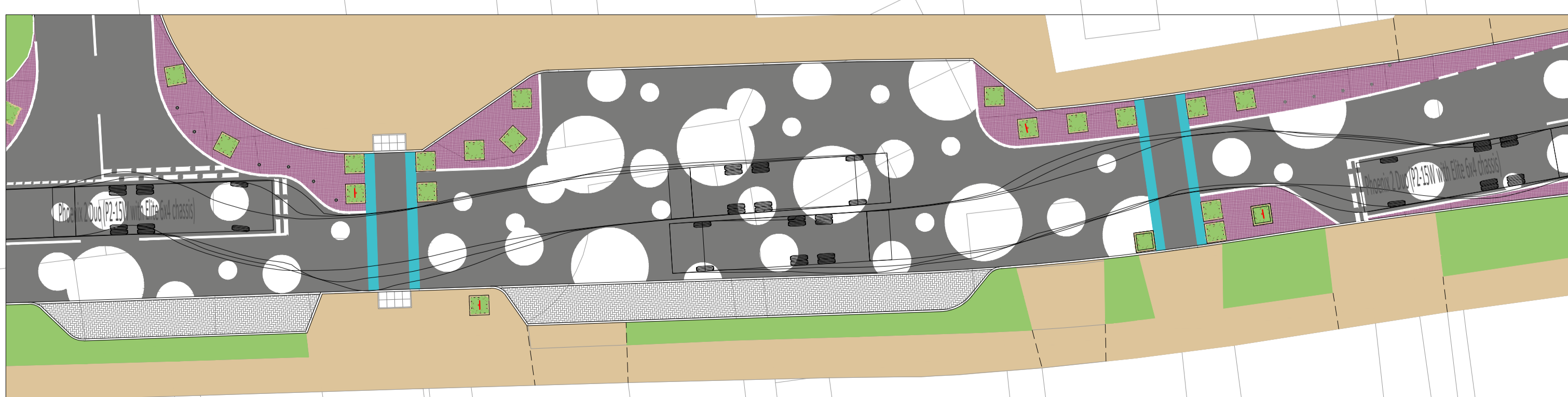
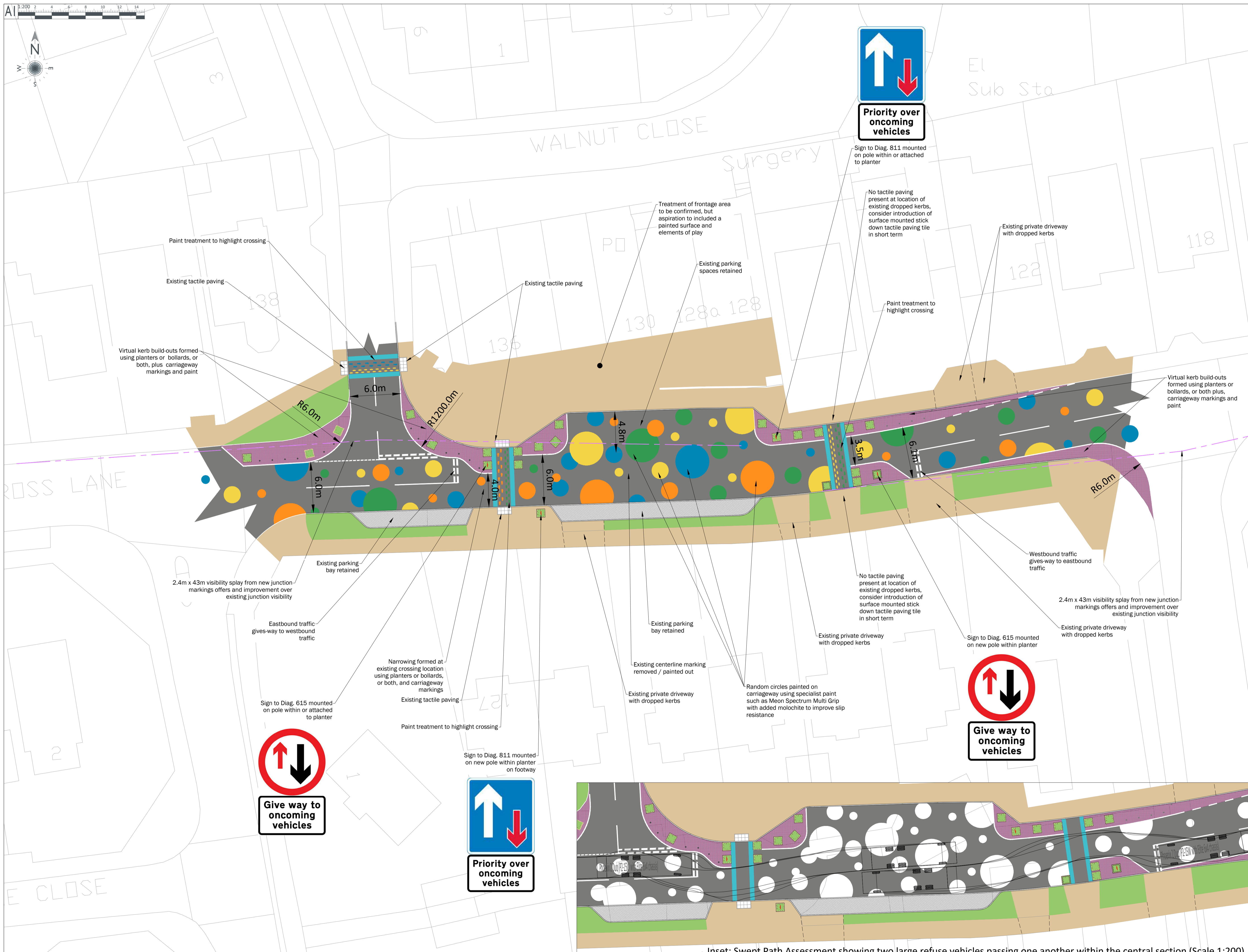
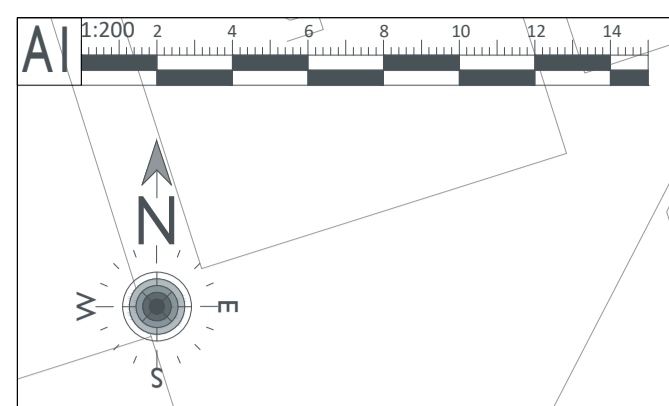
- a) The Committee will be advisory unless delegated powers are agreed by full council.
- b) It will make recommendations to the Council for approval
- c) Meetings arranged with outside bodies must be attended by a minimum of 2 (two) Councillors, and a written report submitted to the Clerk and to the Committee Chair and recorded at next committee meeting
- d) The Committee may: i) Form sub-committees OR Working Groups and Task and Finish Groups for specified purpose(s). ii) Convene Special Meetings of the Committee in accordance with the Council's Standing Orders.

5. Responsibilities:

The Committee is responsible for:

- a) Monitoring the Cleansing Service Level Agreement between Swansea Council and MCC
- b) Making recommendations to full council regarding ensuring that sustainable development principles are embedded across all Council activity
- c) To delegate consideration of planning applications to the Planning Sub-committee who will refer back to the Committee any applications which may adversely affect the MCC area or where significant numbers of objections have been received and make recommendations to full council as requested or advised by the sub-committee.
- d) Oversee the management and maintenance of green spaces owned by the Council or which have been given management responsibility by Swansea Council – e.g nature reserves, community orchards, parks, gardens and verges.
- e) Improve public paths and lanes and providing buke shelters and bike hubs to encourage more active travel and use of outdoor spaces by residents and visitors and reduce car usage.
- f) Promote Plastic Free Mumbles, provide bottle fillers and recycling bins across the MCC area and support other measures to reduce littering and the use of single use plastics by residents, businesses and visitors.
- g) Identify green spaces in the MCC area which could be enhanced by wildflower and pollinator friendly planting

- h) Encourage residents and community groups to bring ideas forward that address climate change and can be supported by the Climate Emergency Fund
- i) Identify additional funding streams that will support the aims of the committee and enable additional work to be done.
- j) Anything requested by full council that supports and promotes environmental sustainability
- k) Respond to any requests/problems raised by the general public relating to the activities of the committee
- l) Negotiate with other relevant 'bodies' regarding work to be carried out under delegated powers or once approval of full Council has been gained



NOTES

These drawings have been produced with reference to the CDM Regulations 2015. Please note that these are pre-construction phase drawings and should be subject to further design risk management as required in accordance with Regulation 9

This scheme drawing has been prepared by PJA, building upon the initial urban design concept produced by Urban Foundry.

This is intended to be a temporary scheme for enhancing the public realm and calming traffic around the local centre.

It is not anticipated that a traffic regulation order will be required to support the implementation of the scheme, as the measures do not seek to limit the movement or parking of vehicles within the public highway, although a licence is likely to be required relating to the placement of planters within the public highway.

PJA are a design led transport planning, placemaking and engineering consultancy with extensive experience in the development of public realm enhancement and traffic management schemes across the UK, including both temporary and permanent schemes.

REV	DATE	REVISION NOTE	BY
1	13.10.21	Minor revisions following UF feedback	MM

PJA
Brew House - Jacob Street
Tower Hill - Bristol
BS2 0EQ - Tel: 0117 929 8856
Birmingham - Bristol
Exeter - London - Reading
pja.co.uk

CLIENT
URBAN FOUNDRY

PROJECT
**WEST CROSS SHOPS
SWANSEA**

DRAWING TITLE
Preliminary temporary scheme for calming traffic and improving the public realm

DRAWING ISSUE STATUS
INFORMATION

PJA JOB No. SUB-CODE
05873 - SK - 001 - PI

Revision Letter: P = Prebid / A = Approval / T = Tender / C = Construction
BIM DRAWING REFERENCE

SCALE	DRAWN	REVIEWED	DATE
AI @ 1:200	MM	JT	01.10.21

Report on E Cargo Bike Delivery Service Scheme to Mumbles area

Produced by Sub-Committee of Environment & Well-Being Committee

Mumbles Community Council

May 2022

The idea was raised at a meeting of the MCC Environment & Wellbeing Committee in late 2019. The Committee agreed that it should be supported to illustrate the benefits to the local community and set up a sub-group to investigate the details. The group comprising of Cllr. Carrie Townsend Jones, Cllr. Richard Jarvis and Co-opted committee member Eddie Hall. Early research showed many successful schemes being managed across the UK, some by major supermarkets in large cities, some promoted by regional enterprise organisations that offered to provide the cycles and training to local businesses, or individuals that saw the potential and set up their own schemes.

The key attraction to the idea was that it provided a low-carbon delivery service from retailer to customer. With climate emergency information pointing to reducing and replacing fossil fuel use, the health implications of air pollution from traffic and the need to support local produce to reduce the carbon-mile footprint of delivered goods, it was an idea that could work very well in Mumbles and surrounding areas that would have a positive impact. This was the goal of several of the national and Welsh governments policies on tackling climate change, given more importance through their joint Declarations of Climate Emergency, and the same declaration made by MCC.

Further research showed the kind of machines and specifications suitable for the topography of Mumbles, and the weight and volume capacity for deliveries. A survey was carried out by sub-group members with several local businesses, particularly a delicatessen, a coffee shop, a bakery, an off licence, a bookstore, and a clothing retailer. All saw the potential and said they would be interested in taking part. A wider MCC survey of Mumbles businesses also showed significant support to such a delivery scheme.

While the Covid pandemic halted this early momentum, contact with Business Wales showed there was support available regarding business advice, training and apprenticeship opportunities and potentially financial support to assist a start-up that had a workable business model.

MCC received an offer of an E cargo Bike from Sustrans – a national organisation promoting cycling and walking - to help with demonstrating their abilities to businesses, councillors, and local people. Eddie received training in riding several models and we were given a bike on a 3-month loan, from 10th March to 9th June. Eddie was able to keep the bike in secure storage at home and we have displayed the bike to the business owners who were originally interested in the project. All responded positively and recognised the potential for their businesses.



Urban Arrow Shorty

What the sub-committee believe is needed now is for this project to be taken over by the wider MCC organisation, using its various committees to work together on helping this idea become reality in a properly organised pilot trial. I believe that the sub-group, and the E&WB Committee has gone as far as it can in gathering information and laying out the potential benefits to our community.

The sub- group is continuing its work, talking to local businesses, Mumbles residents, farmers market stallholders and customers, Swansea University contacts and similar schemes operating locally – in Pennard, Dunvant and Llanelli.

To date, all this has been achieved by the Sub-committee on a voluntary basis. To move this project forward, we recommend that MCC needs to provide a person to manage its introduction, with contact details available to all interested parties and a guaranteed response period to enquiries, across the range of contact technologies e.g., social media. The key to the start-up is having one or more suitably qualified and able delivery riders to trial the scheme. A part-time post with all requirements and safeguarding checks to be advertised to find interested parties. The organisational role and the rider(s) role could be combined.

Contact with Business Wales to be made by MCC to explore options, with a member of the most relevant committee to take responsibility for development plans.

Key things in support are –

- It is a good idea that would work in Mumbles Community Council Area and beyond
- It would be a significant contribution to MCC's Declaration of Climate Emergency
- There are examples of similar functioning schemes run by major retail companies in towns and cities across the UK and by small scale businesses working together in a community
- The idea has attracted a positive response from Business Wales, who can offer guidance on all aspects of start-up and provide support in finance, business management and training
- At least 8 traders on Newton Road are fully behind the scheme, while others recognise its potential and would join in a pilot project

Groups to consult and engage

'The Mumbles' comprises of several distinct groups that need to know about it and see how it would help them in different ways. They are -

- Customers who live locally
- Customers of Mumbles businesses that live in Swansea area
- Businesses in Mumbles
- Businesses that are situated outside Mumbles and have Mumbles customers
- Mumbles Chamber of Trade
- Mumbles Community Council members
- Visitors to Mumbles who have no transport
- Visitors to Mumbles who have transport but don't use it to shop (motor homes etc)

Next Steps

The E & WB Committee would like this discussed at a Full Council meeting, with all relevant Committees to engage in developing the project further.

The Sub-committee recommend that officer time be dedicated to this project, a person in MCC who will regularly respond to incoming emails showing interest, asking for details, and taking steps to become engaged with a trial pilot. This person would need a brief to collate this interest and pass it on to the steering group of councillors. If a new post is created to do this, the post holder could then be the link to businesses, customers, and delivery riders, of who there may be several. It may involve an app to link and coordinate pickups and deliveries, including the customer base of the shops taking part. There are many business models to choose from, such as Deliveroo, Lets Eat, Uber etc.

We recommend an official leaflet to distribute to these shops to remind them of the project and to introduce the bike and its potential to the proprietors, and similar literature advertising the project to Mumbles residents and for visitors.

Eddie Hall – Co-opted Member of E Cargo Bike Project Sub-Committee

Environment & Well-Being Committee

Mumbles Community Council 19th May 2022