

**Harrow Agenda 21 Environmental Forum
Minutes of the Executive Committee Meeting
Committee Room 5, Civic Centre, Harrow
13 January 2010 7.00 pm**

Present:

Name	Ref	Role	Present
Caroline Williams	CW	Chair and Planning Group Chair	Yes
Pam Gershon	PG	Treasurer	Apols
Linda Robinson	LR	Secretary	Yes
Sarah Kersey	SK	Consumer Group Chair	Apols
Marilyn Raymond	MR	Education Group Chair	Apols
Mick Oliver	MO	Waste Management & Recycling Group Chair	Apols
Mick Campbell	MC	South Harrow & Roxeth Residents Association	Yes
Don Liversedge	DL	Harrow Humanist Society	Apols
Mary John	MJ	Harrow Association of Voluntary Service	No
Madan Badale	MB	Harrow Council for Racial Equality	Apols
Vina Mithani	VM	LBH Councillor, Kenton West Ward	Yes
Marilyn Ashton	MA	LBH Councillor, Stanmore Park Ward	Apols
Phil O'Dell	POD	LBH Councillor, Wealdstone Ward	Yes
Yogesh Teli	YT	LBH Councillor, Kenton West Ward	Yes
Jeremy Zeid	JZ	LBH Councillor, Kenton West Ward (Reserve)	Yes

1. Welcome and Apologies

- 1.1 CW thanked everyone for coming. Apologies for absence had been received from DL, MA, MB, MO, MR, PG and SK. JZ was acting as reserve for MA.

2. Agenda Review

- 2.1 CW checked that everyone was happy with the agenda's items and order. SK had been listed erroneously to introduce Item 5 on Volunteer Management, whereas the previous minutes indicated this to be CW's action point.

3. Chair's Report

- 3.1 All had read CW's report (attached). She confirmed that plans were well underway for the Winter Social on 16 January. Not all members had heard about it because their *In Contact* newsletters had not arrived in the post in December. All trustees present said they would be able to attend.
- 3.2 No progress had been made on contacting facilitation specialists ICA-UK to arrange a brainstorming session to find a way forward from the Action Plan Review completed in May 2009. It was understood that the administrator had asked SK for their contact details but these had not yet been provided. Suitable dates for the session were discussed.

Action Point: CW to identify suitable alternative facilitators if necessary and arrange the brainstorming session, preferably between 22 and 26 March.

4. Treasurer's Report

4.1 Figures given to LR by PG showed a bank balance of £6355.00 after the expected deduction of a £500 school prize cheque which had not yet cleared because of a signature query. The £19.50 Payroll Giving donation had been repeated in December and the donor was still unidentified.

4.2 PG had expressed concern about the very late submission of expenses claims, as in the case of telecommunications and webhosting costs that had been in members' own names. She had proposed that all expenses should be claimed within three months of being incurred and that all current outstanding expense claims must be submitted by the end of this financial year. The discussion which followed helped to refine the wording of the new rules, which were unanimously approved.

Agreed: To limit the payment of expenses to those submitted within 90 days of the date on the bill or receipt, with effect from the start of the next financial year.

To insist on all outstanding expenses being claimed by the end of March 2010.

5. Volunteer Management

5.1 The agreed Volunteer Induction Checklist was now available to trustees via the website. CW had no progress to report on plans for recruitment and management. The administrator had been advising all new members to SK but it was unclear how the proposed volunteer co-ordination would be overseen by a trustee after SK's resignation from the Executive Committee (see Consumer Group Report attached). MC offered to act as a trustee link to SK if she were still willing to be involved in co-ordinating new volunteers.

Action Point: CW to consider with SK and MC the further development of the Volunteer Management Policy.

6. Action Group Reports

Waste Management and Recycling

6.1 Having read MO's report (attached), VM asked about the extent of Harrow's interest in an "autoclave" installation, as had been featured in the local press. JZ expanded on the technology involved, explaining that the term did not have the same meaning as when used with reference to the disposal of medical waste. MC repeated a reassurance to the Group by Andrew Baker, Waste Management Policy Officer, that Harrow was a long way from making any decision about such a facility, which would in any case need to involve the West London Waste Authority.

- 6.2 Regarding retailers' imminent obligation to take back spent batteries, JZ reported seeing a collection tube at ASDA. He was more concerned, though, about the dangers of compact fluorescent lamps, for which there were no laws or strategies in place. VN saw scope for discouraging residents from disposing of batteries and bulbs in residual waste bins.

Consumer

- 6.3 SK's report (attached) also contained notice of her resignation as Chair of the Group and as a trustee, with effect from the next Executive Committee meeting on 10 March. LR had heard that the Group's meeting had taken place on 12 January and was attended only by SK and two prospective new members, not any of the other former regulars or representatives from partners such as Oxfam, Traidcraft or Fair Trade. CW was not clear about the current status of the Group or any potential successors as Chair.

Action Point: CW to contact SK and determine a way forward for the Consumer Group.

- 6.4 CW would thank SK and pass on everyone's appreciation of all her work as a trustee of HA21.

Education

- 6.5 Referring to MR's report (attached) CW praised her perseverance with the skeleton Schools Newsletter without any other offers of assistance. CW had helped her with the last one and would continue to do so. The Waste and Recycling Department stand mentioned for the Spring Event at Pinner Wood School was thought to refer to the council's team and it was assumed that Beverley McKeon would be liaising with Andrew Baker directly about this.

- 6.6 To further the proposed Wildlife Garden project at the Alexandra School, MC offered to accompany CW on her planned site visit.

Action Point: CW to arrange a visit with MC to Nick White at the Alexandra School.

Planning

- 6.7 CW ran through her report (attached), highlighting a last minute plea from Andrew Baker, in his role as head of the Climate Change Strategy, to support a Low Carbon Communities funding bid for a domestic energy efficiency scheme in the Harrow Weald area. In fact, MO had provided an endorsement on behalf of HA21, but the request had been received too late for CW to respond on behalf of Greener Harrow. LR confirmed that Harrow Friends of the Earth and Harrow Weald Tenants' and Residents' Association had given their support. CW wished to discourage the seeking of blanket endorsements without enough notice or information to properly evaluate the proposals they contained.

- 6.8 It was understood that MO had submitted HA21's response to the Local Area Agreement Core Strategy consultation. JZ introduced the issue of sustainability in relation to the Lifetime Home Standards. CW said this was being covered under a current consultation.

- 6.9 In setting up the next Planning Group meeting, CW was hoping for MA's support from a council perspective in determining the content and attendance.

7. Minutes of the Last Executive Committee Meeting of 18 November

Accuracy

- 7.1 The minutes were proposed as a true record by JZ and seconded by YT.

The minutes of the last meeting were approved.

Matters Arising (if not covered above)

- 7.2 Item 3.5. JZ apologised that he had been unable to locate the promised answerphone machine.

Action Point: CW to source an alternative answering facility.

- 7.3 Item 9.1. CW had heard nothing yet from SK or Richmond about the envisaged London wide meetings and would respond if she found out more.

8. Any Other Business

- 8.1 JZ deplored the statutory requirement for all local authorities to engage in emissions trading. He viewed such carbon offset purchasing as a scam equivalent to medieval indulgences, benefiting no one but profiteers. There was general agreement.

- 8.2 CW drew attention to opportunities to raise HA21's profile at local shows and events. It was assumed that the council would once again invite the group to participate at the Under One Sky festival in the summer, and MC was prepared to book HA21 stalls for other shows such as Grimsdyke, Canons Park Fun Day and May Day at the Manor when more details became available, but not the Roxeth Show which was not considered worthwhile.

- 8.3 LR had received an invitation for HA21 to attend the first quarterly meeting of the Greater London Authority's newly formed London Low Carbon Communities Network on 18 February. Groups were also being encouraged to join its mapping project. Trustees were not inclined to become actively involved as HA21's remit was felt to be much larger than focussing on carbon reductions and no volunteers were available to act as representatives to such a network.

10. The meeting closed at 8.50pm

Next Meeting: Wednesday 10th March in Committee Room 5

**Harrow Agenda 21 Executive Committee Meeting
Chair's Report
13th January 2010**

Progress since last EC meeting

- Updated asset list has been put on website. Depreciation not yet calculated. Paper duplicate kept for loan signatures.
- LB Harrow grants application now on website.
- Payroll Giving donation has been repeated.
- Submitted response to LDF core strategy consultation.
- Attending the Monday morning office sessions. These sessions are busy and productive. Maybe a potential area for dispute with Community Premises on horizon – we have a few regular members attending each week and we would like to see more members attending these sessions, however as we share an office with others there is a suggestion that we should be using the meeting room, however the data on the computer and in the files plus access to the internet is usually central to our discussions.
- Continuing to install some programs and packages and data on new computer.
- Preparing for our seasonal get together on 16th Jan.

Work to be done before the next EC meeting

- Continue meeting with SK.
- Computer, continue installing linked hardware (printer + external backup), programs and data.
- Facilitated brainstorming; contact facilitator

Issues

- Monday mornings are a useful time for communication within HA21; more people could get involved and stay for longer.
- Members/ volunteers are being identified but there is limited capacity for placement.

**Harrow Agenda 21 Executive Committee Meeting
Education Group Report
13th January 2010**

Progress since last EC meeting

- Newsletter: I am in the process of drawing up the next Newsletter, which should be ready for circulation during wk beginning Mon 18th Jan. Help would be appreciated.
- Spring event – 18th March at Pinner Wood courtesy of Beverley; Simon Braidman to talk about Stanmore Common (he will take a table); watch Composting DVD; maybe get Hugo from Paper trail. Invite Dennis Vickers, new Harrow Biodiversity Officer. Waste & Recycling Department stand?
- Summer Term Walk 13th May - Simon Braidman volunteer warden at Stanmore Common has agreed to lead Late Autumn Meeting: Thursday 19th November - A sharing ideas event at Pinner Wood school, courtesy of Beverley. This to include a PowerPoint presentation from West London Composting. So far Beverley & I have had no responses of take up. Have notified Committee that we shall use the time, after viewing the PowerPoint to plan for the New Year.

Work to be done before the next EC meeting

- January Edition of Newsletter
- Caroline & self to visit & feedback to Nick White re his request for funds for Alexandra School
- Re-issue of cheque to Pinner Wood School

Issues

Marilyn Raymond

**Harrow Agenda 21 Executive Committee Meeting
Waste Management & Recycling Group Report
13th January 2010**

Progress since last EC meeting

- Members of Waste Group considering draft project brief prepared for “What happens to Waste” (included in this report). Would appreciate comments from members of the Exec Comm who have not already done so.
- Andrew Baker reported Harrow’s interest in an autoclave installation as an alternative to landfill.
- Chair attended Realliance conference “Revaluing Resources”.
- Reviews of “Paper Chains”, “Waste – Uncovering the global food scandal” and “The Waste Makers” published in December “In Contact”.

Work to be done before the next EC meeting

- Possible visit for group envisaged during August 2010 – to be arranged.
- Chair to attend Education Group March meeting to pursue issues arising from Realliance conf “Revaluing Resources” (on-site composter for schools, reuse of furniture displaced when schools are modernised in new schools programme).

Issues

- Retailers are due to introduce take-back scheme for used batteries by 1.2.10. Group to monitor progress.
- Food waste – possible cooperation with Consumer Group.

MSO January 6, 2010



Draft Project Brief – “What happens to Waste?”

Background

Harrow introduced its 3-bin collection system for houses in 2007. Nationally many other authorities were making similar changes, often with little consultation, publicity or information, and often with a hostile approach to their residents. Press comment (notably Daily Mail, Daily Telegraph, the Sun) was hostile, and often included reports on the fate of the rubbish which householders separated for recycling, but was then exported or landfilled or both.

The Waste & Recycling Group realised the need for publicity showing how Harrow’s waste was processed, and the positive results that were achieved, and expect that this would increase residents’ confidence in the value of recycling, increase their enthusiasm for doing it, and improve the quality of the wastes collected.

Project definition

Separate videos or DVDs showing the cradle-to grave story for the 3 wastes collected by Harrow:

- Resident receiving waste calendar for the year
- Resident separating rubbish
- Harrow Council collection of waste
- Bulked by Harrow and sent to?
- Received by?
- Processed how?
- Into what useful product?
- Or sent on elsewhere for further processing?

Objectives

To increase residents’

- understanding of what recycling achieves
- confidence in recycling
- enthusiasm for recycling

and hence to improve their compliance and the quality of the wastes collected.

Scope

Project has a Harrow dimension and a wider dimension. Details of Harrow’s collection procedures will only be useful to other boroughs with exactly the same procedures. More scope for other authorities to use the processing after collection phase.

Possible to give publicity to techniques Harrow are considering but have not yet adopted, e.g. autoclave?

Exclusions

Commercial confidentiality likely to prevent group from filming the fate of Harrow's waste at MRFs etc. But do trade associations have generic footage we could use without disturbing confidentiality?

Deliverables/desired outcomes

- to provide a resource which HA21 or Harrow could use to encourage recycling, e.g. in presentations at community groups, schools, colleges, meetings
- stills from DVD could be used in a static display for libraries, etc.
- could be adapted for use on a HA21 stall at events

Constraints

We will need

- to identify a partner(s) to conduct filming and editing
- access to plants processing Harrow's waste,
- travel to these plants needs to be acceptable to our partner

Estimated Costs

To be established.

**Harrow Agenda 21 Executive Committee Meeting
Planning Group
13th January 2010**

Progress since last EC meeting

- I have attended Greener Harrow meetings.
- I will be chairing the next GH meeting, 26th Jan, worked with HC, Richard Maylan and Brian Kerby to prepare the meeting.
- I received a request from Harrow Council climate change officer Andrew Baker for a grant endorsement. This was received too late to be acted upon, also not enough info was given to enable informed endorsement.
- I worked with Deputy Chair Mick Oliver to provide HA21 response to LB Harrow Core Strategy consultation.

Work to be done before the next EC meeting

- Planning group meeting needs to be held.
- Meeting on who has responsibilities for the various planning issues; National, Councils, etc needs to be organised.

Issues

- My time for chairing the planning group is still limited.

Harrow Agenda 21 Executive Committee Meeting

Consumer Group Report

13th January 2010

Progress since last EC meeting

- No activity was carried out for Buy Nothing Day. Zombie Shoppers (volunteers) was to be the planned activity but as no members or volunteers came forward to get involved in the activity it was cancelled.
- No further discussion has taken place with CARRAMEA regarding Fair Trade Fortnight activity.
- Article to go into next newsletter asking for a member(s) to host a Fair Trade dinner party during fair-trade fortnight – this is an attempt to appeal to members who might like cooking or hosting dinner parties.

Unfortunately I have been unable to devote much time to the progress of the Consumer Group.

Work to be done before the next EC meeting

- Put on the website Fair Trade Fortnight activities that are known about in the borough.
- Organise Fair Trade Fortnight dinner party.

Issues

- I am unable to Chair the Consumer Group due to time commitments and will be standing down at the next EC meeting.

Dear Trustees

I have unfortunately been unable to commit very much time to the Consumer Group and my HA21 trustee duties for many months now. I was happy to continue on as a trustee after standing down as Chair but I feel now I cannot do the group justice with the commitment I can (or rather cannot) offer and it would be more beneficial for the group to recruit another trustee.

So, I would like to give you all some advanced warning that I will be standing down as Chair of the Consumer Group and as trustee of HA21 at the next EC meeting or before then if you are able to recruit a replacement. I will be suggesting a few people to Caroline who I think may have an interest.

I have enjoyed being a trustee and the issues HA21 addresses have been very stimulating for me to be involved with. I have also met some great people! I wish the EC every success in the future development of the group.

Best wishes,

Sarah