

**Harrow Agenda 21 Environmental Forum  
Minutes of the Executive Committee Meeting  
Committee Room 6, Civic Centre, Harrow  
23 September 2009 7.00 pm**

**Present:**

<b>Name</b>	<b>Ref</b>	<b>Role</b>	<b>Present</b>
Caroline Williams	CW	Chair and Planning Group Chair	Apols
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	Yes
Mick Campbell	MC	South Harrow & Roxeth Residents Association	Yes
Don Liversedge	DL	Harrow Humanist Society	No
Mary John	MJ	Harrow Association of Voluntary Service	Yes
Madan Badale	MB	Harrow Council for Racial Equality	Apols
Vina Mithani	VM	LBH Councillor, Kenton West Ward	Apols
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	No
Jeremy Zeid	JZ	LBH Councillor, Kenton West Ward (Reserve)	Yes
Barbara Lacey		Guest observer visiting from Alberta, Canada	

**1. Welcome and Apologies**

- 1.1 MO welcomed all, having agreed to stand in for the Chair. Despite seven apologies from CW, PG, SK, MR, MB, VM and MA, it was established that the meeting was quorate. JZ was in attendance as reserve for MA.

**2. Agenda Review**

- 2.1 MO checked that everyone was happy with the agenda's items and order. POD warned that he would need to leave before the end of the meeting but did not wish to rearrange the agenda.

**3. Chair's Report**

- 3.1 LR elaborated on CW's written report (attached). There had been a lot of progress on communication and technology improvements. A new BT line for telephone and broadband had been installed at the Community Premises office, with new telephone number 020 3114 6020. A desktop computer had been purchased and website update problems had been solved. JZ demonstrated opening password protected pages using his laptop's mobile broadband, but MO had not been able to do so at home. LR suspected his browser's security settings needed adjusting, about which she could advise anyone experiencing similar difficulties.

- 3.2 LR confirmed that the webmail addresses for chair@harrowagenda21.org and info@harrowagenda21.org were now being redirected to CW and Eve Swabe respectively, but those for waste@... and education@... were still being redirected to chair@.... It was felt that these should go directly through to the personal email addresses of the relevant Action Group chairs, MO and MR. All agreed.

**Action Point: LR to redirect mailboxes to Action Group chairs.**

LR pointed out that, when responding to messages redirected to personal email addresses, care should be taken not to confuse senders' address books by replying with non-harrowagenda21.org return addresses. This was much more difficult for those using webmail to open their personal inboxes, rather than an email client like MS Outlook.

- 3.3 With many communications issues resolved, LR wondered if the time was now right to bring the Communications Working Group back together to review how best to make use of the new systems. MO suggested that CW should do this. Nothing further had been heard from potential new volunteer Swati despite follow up by LR.

**Action Point: MO to ask CW to reconvene the Communications Working Group.**

- 3.4 The Asset List was being checked and updated. LR asked trustees to advise her if they were holding any HA21 equipment or using any software registered to HA21. No one present had any such property or programmes.
- 3.5 The expected Facilitated Brainstorming session promised at the AGM had not yet been arranged as CW had been awaiting details of the facilitators, ICA-UK.
- 3.6 MO and LR outlined Harrow Strategic Partnership's request for ideas on ways to spend £200,000 of funding allocated to help meet seven of the Local Area Agreement's National Indicators, including NI186 about reducing CO<sub>2</sub> emissions and NI197 about increasing biodiversity. It was believed that Harrow Nature Conservation Forum were working on the biodiversity ideas, whereas HA21 were expected to take a lead in making proposals for carbon emission reductions. There had been various suggestions, including one from MO which involved a local branch of Christians Against Poverty providing debt counselling around fuel poverty. Identifying some older houses as unsuitable for cavity wall insulation, MO had considered funding external wall insulation. As this was prohibitively expensive, the available funding share would not stretch to many properties. LR had thought of following other councils' lead by lending energy monitors in libraries. It was also recognised that lack of knowledge about use of heating controls contributed to energy wastage. JZ pointed out that any volunteers offering advice to 'vulnerable' householders would now need to be vetted by the Independent Safeguarding Authority.
- 3.7 MC suggested installing a Combined Heat and Power (CHP) system or photovoltaic panels for a block of the council's flats, such as sheltered accommodation.

- 3.8 As LR had found during similar discussions at Harrow Friends of the Earth, it was difficult to see how any of the suggestions could sensibly involve HA21 or any local green groups taking responsibility for managing the funding or staffing of projects. POD envisaged the council engaging the Green Homes Concierge Service (GHCS) or similar to deliver more energy saving advice or improvements, but admitted there seemed little to gain by channelling payments through HA21. It was understood that Gemma Moore of Harrow's Energy Team, who had undertaken to put together proposals, was already discussing submissions with CW, GHCS and others. The deadline for applications was 28 September.

**Action Point: MC to contact Gemma Moore with his CHP ideas.**

#### **4. Treasurer's Report**

- 4.1 PG had reported to LR a bank balance of £7868.52, and was seeking project ideas for next year's grant application from Harrow Council which would soon have to be submitted.
- 4.2 LR explained that the discrepancy that had emerged at the AGM about the non-payment of the Anne Swain Award for 2008-2009 was due to an oversight by the winning school and the Education Group. This was now being rectified with a cheque payment of £200 to St. Teresa's.

#### **5. Secretary's Report**

- 5.1 LR asked again about preferred dates for booking next year's EC meetings from January. MO wished to avoid the third Wednesday of each month. Second Wednesdays were considered the most acceptable days for those present.

**Action Point: LR to book rooms for EC meetings through 2010 and advise trustees.**

- 5.2 Following the AGM elections, the postholders for Secretary and Treasurer needed to be ratified and a Deputy Chair should be appointed. It was agreed that PG and LR would continue in their roles and MO was willing to take on the deputy chairmanship. His offer was gratefully accepted by all.

#### **6. Volunteer Induction Procedure Update**

- 6.1 This item had been postponed from the previous agenda at the request of SK, since when there had been no further indication of her ideas on taking forward policies on volunteer recruitment and training. LR reminded trustees of the Procedure for the Induction of New Volunteers which had been drafted by Eve Swabe and adopted by the EC in November 2008. MO felt that more structure was still needed for new volunteers. It was hoped that SK would be able to give more input on this at the next meeting.

## 7. Heathrow Third Runway Walk

- 7.1 MO had taken part in a Christian environmental walk along the length of the proposed third runway, in the Cranford, West Drayton and Hayes areas including threatened Sipson village. It had coincided with an activity by Climate Rush. MO was willing to adapt the six mile walk for a group of eight or more HA21 members to give them a better insight into the impacts of the proposals, such as noise, emissions, air quality, traffic congestion and the loss of a nature reserve. He stressed that people need not walk the entire route as it was well served by buses.

**Action Point: MO to choose a date for the walk and promote in the *In Contact* newsletter.**

## 8. Action Group Reports

### Waste Management and Recycling

- 8.1 In addition to his report (attached), MO had provided trustees with a copy of the report he had given in his absence to the Group's meeting on 27 July, covering conferences and exhibitions he had attended. To gain experience, new young volunteer Charlotte Neville was expected to shadow Himesh Chavda as minute taker at the next meeting on 30 September. Himesh's minutes from the last meeting had not yet been received.
- 8.2 MC confirmed that, instead of using council bins, the Group had decided to buy smaller bins in the correct colours for use in the Chuck Out Challenge game at next year's shows and events.
- 8.3 MO intended to write an article for the *In Contact* newsletter and email Tristan Kirk at the Harrow Times about lack of facilities for recycling batteries.

### Consumer

- 8.4 Commenting on SK's report (attached), POD pointed out that the Fair Trade discussions held between himself, Councillors Nana Asante and David Ashton, and Mike Howes, Service Manager for Policy & Partnerships, had not constituted the promised Steering Group and no community organisations had yet been invited or involved. The trail seemed to have gone dead, he said.

### Education

- 8.5 LR relayed an update on MR's mention in her report (attached) of the Alexandra School's proposals for a Wildlife Garden. There were no objections to the requested funding being given to the school, provided it submitted a paper trail of the expenditure, entered for next year's Anne Swain Award and allowed HA21 to showcase the project and receive recognition for its sponsorship, such as a permanent notice in the garden itself.

- 8.6 Trustees were sorry to be losing Rupal Mehta as Schools Newsletter Editor, and concerned to find a replacement. LR indicated she might be willing to take on this and other communications roles after stepping down as Secretary at next year's AGM. All agreed for letter of thanks to be sent.

**Action Point: LR to write thanks and congratulations to Rupal.**

Planning

- 8.7 CW's report (attached) had been circulated.

**9. Minutes of the Last Executive Committee Meeting of 15 July**

Accuracy

- 9.1 The minutes were proposed as a true record by MC and seconded by MJ.

**The minutes of the last meeting were approved.**

Matters Arising (if not covered above)

- 9.2 Item 7.6. SK had not reported any news about council support for the Duck Pond Market. MO had picked up promotional postcards at the site itself.

**Action Point: MO to chase SK/Linzi Clark re market promotion.**

- 9.3 Item 7.7. MC and MO had been among around 40 people who had attended Trinity Church's screening of Age of Stupid.

- 9.4 Item 8.2. MA had advised LR that her appeal to Brendon Hills, Corporate Director for Community and Environment, had resulted in the attendance of John Edwards, Director of Environment Services, at the AGM. MA was still waiting to hear of any plans for regular officer involvement with the EC.

- 9.5 Item 8.3. It was not known whether SK had emailed Harrow on the Hill ward councillors about the suggested Harrow School Farm project, but MC had heard from SK that it was unlikely to go ahead.

**10. Any Other Business**

- 10.1 LR sought suggestions for the Winter Social. All were happy to let the administrator make arrangements like last year's for a Saturday in January, preferably the 16<sup>th</sup> or possibly the 23<sup>rd</sup>.

- 10.2 LR was surprised to find most trustees unaware of the UK wide 10:10 campaign for people to commit to cutting their emissions by ten percent in 2010. She felt HA21 often failed to capitalise on such widely publicised national initiatives and would at least suggest a mention in *In Contact*.

- 10.3 LR said that former trustee Phiroza Gan had expressed interest in rejoining the EC. MO was expecting her at the next Waste Group meeting. No one present objected to her co-option. It was hoped she would regularly attend the Community Premises before the matter was considered again by the EC.

**11. The meeting closed at 9.00pm**

Next Meeting: Wednesday 18<sup>th</sup> November in Committee Room 6

**Harrow Agenda 21 Executive Committee Meeting  
Chair's Report  
23<sup>rd</sup> September 2009**

**Progress since last EC meeting**

- Bought computer, monitor, 3 year protection package, office 2007 and virus protection. Have installed some programs and packages and data.
- Met with SK on several occasions.
- Submitted the grant monitoring form for 2008/9 to Harrow Council.
- Have changed the diversion address for chair@ha21 to cw4ha21@btinternet.com.
- Website; problems have been experienced, these have mainly been dealt with.
- Phone line: cancelled Virgin, engaged BT. Porting (transferring number) has not proved possible.
- LAA funding has (at very short notice) become available. Trying to put a proposal together
- Attending the Monday morning office sessions. These sessions are busy and productive.
- Facilitated brainstorming; SK handed over to CW; Now have details and can contact facilitator.

**Work to be done before the next EC meeting**

- Continue meeting with SK.
- Submit LAA proposal
- Computer, continue installing linked hardware (printer + external backup), programs and data.
- Update asset list.
- 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  
23<sup>rd</sup> September 2009**

**Progress since last EC meeting**

- Summer Event: **Thursday 25<sup>th</sup> June**, Three Valleys Environment Centre and Waterworks visit, the emphasis was a tour of the Waterworks. 13 places were taken up of the 15 on offer. Feedback was good
- Autumn Meetings: **Thursday 8<sup>th</sup> Oct** - A visit to the Earth Project  
**Thursday 19<sup>th</sup> November** - A sharing ideas event at Pinner Wood school, courtesy of Beverley. This to include a power pt presentation from West London Composting, who actively encourage schools to visit at no charge.
- Rupal advised she will be unable to produce Autumn newsletter due to work and home responsibilities, but will help to circulate an email update.

Work to be done before the next EC meeting

- Liase with Sarah Fahy re Autumn Meeting
- Judging of Ann Swaine Award
- Liase with Rupal so that Autumn email news brief goes out later in the term
- Follow up Nick White re his funding request for Alexandra School Wildlife Garden

Issues

- Funding for Lunch/Afternoon Clubs
- Need replacement newsletter editor as Rupal feels the time has come to step down altogether from producing it.

Marilyn Raymond

**Harrow Agenda 21 Executive Committee Meeting  
Waste Management & Recycling Group Report  
23<sup>rd</sup> September 2009**

**Progress since last EC meeting**

- Chair's visits to exhibitions and conferences reported to Group – report being circulated to exec with this report (see below).
- Royal Mail rubber bands - Keep Britain Tidy delivered 13,000 to Royal Mail on June 25 – with positive response – but action at local level? Needs enforcement of litter laws!
- Chair & McKeons took part in Waste Watchers Holiday Club (report proposed for newsletter & elsewhere).
- Himesh Chavda & Charlotte Neville both interested in being Secretary to Group.

**Work to be done before the next EC meeting**

- Feedback on Chuck Out Challenge and improvements in display, costume etc to be considered for 2010.
- Harrow Cine & Video Group to be invited to September meeting to consider possible projects “What happens to Waste?”
- New look at possible visits for group.
- Step-by-step instructions for Time Capsule.

**Issues**

- Batteries – group to monitor actions by suppliers/ retailers’ – they have an obligation to take back used batteries from 1 January 2010 – any initiative to start this earlier?
- Flower pots – group to monitor what take-back schemes are in place.

MSO 13 September 09

**Report to Waste & Recycling Group, 27.7.09**

**Conferences and exhibition, Spring & Summer 2009**

**FOE conf, Taking out the rubbish, April 27.**

[www.foe.co.uk/campaigns/biodiversity/news/taking\\_rubbish\\_20031.html](http://www.foe.co.uk/campaigns/biodiversity/news/taking_rubbish_20031.html)

Speakers from FOE, Flemish waste agency OVAM, Somerset, WRAP, Aylesford.

FOE explained the residual waste project they had commissioned with EnviroCentre, and introduced their guide, *Sorting residual waste: A guide for Councils to save money and help the environment by cutting back on residual waste.*

(Report to Waste & Recycling Group, 27.7.09 continued)

OVAM explained how they had achieved a 70% recycling rate.

The Somerset speaker described the kerbside sorting *Sort it* and *Sort it plus* that they had introduced, and referred to Barnet operating the same system. He reported that all the materials they recovered were processed in Britain except mixed glass, which was exported to Europe.

The Aylesford speaker made a plea for separate collection of paper to avoid problems of quality they experienced.

### **Recoup conf. Domestic mixed plastics packaging recycling, May 13**

*Proceedings are available on a memory stick.*

14 speakers addressed policy issues, collection and sorting, reprocessing, use for fuel, packaging recovery notes, and communication.

Points arising are:

- Plastic recycling was first introduced 20 years ago
- 1/3 of plastic bottles are now recycled
- Packaging Directive expires in 2015 and will be reviewed during 2014. Currently emphasises weight but likely to be based on CO2 impact.
- Need to target materials discarded “on the go” at airports, stations, sports events, pop concerts – primarily PET & Al
- Mixed glass can only be used for aggregate – needs to be separated for reuse
- Much British waste exported to China is rejected – poor quality
- WRAP & DEFRA can offer advice to Councils on negotiating waste contracts
- AWS Eco Plastics and Closed Loop Recycling can produce food grade PET & HDPE
- Plastic film is 30-40% of domestic plastic refuse – same proportion as bottles – but presents problems as it may be coloured or coated. Particularly difficult to separate plastic film if it is collected with paper
- Agricultural film is easy to separate and recycle but mostly isn't.
- Speaker on Fuel from Waste emphasised that this was an option for contaminated and “difficult” materials (eg PS foam, laminates, pouches). His company's mainstream activity was proper recovery of most waste plastics.
- It is possible for local authorities to become reprocessors and to issue Packaging Recovery Notes under the Producer Responsibility Obligations (Packaging Waste) Regs 2007
- Britain gives low funding to communicating info on recycling, akin to Spain and Portugal. Considered important to explain to householder why recycling is useful, but often there is a communications gap in local authorities and info is circulated late in the process.
- HA21 could become an Associate Member of Recoup (£210 + VAT p.a.)

(continued...)

## **Futuresource exhibition, ExCel June 10**

### Points of interest:

- Colne Valley/Three Valleys already process sewage sludge and have established markets for the product and spare capacity. May be able to process Harrow food waste – possible contact Keith Panter, CAMBI, [keith.panter@cambi.no](mailto:keith.panter@cambi.no)
- Envar [www.envar.co.uk](http://www.envar.co.uk) 01487 849840 are also involved with anaerobic digestion.
- Zero Waste Scotland were exhibitors – they are actively promoting the concept of Zero Waste – we might be working towards it but are reluctant to promote the concept – should we give it more emphasis?
- Some emphasis on construction waste and site waste management plans. Where are Harrow on this?
- Attended seminar session on WEEE. WEEE often exported with false documents – intelligence-led enforcement with port inspections. Design for reuse. Recognition that some materials which are vital to produce WEEE are rare and in short supply – important to recover them. Segregation of waste is much easier than mining landfill.
- Speaker from Umicore (Antwerp metals recovery plant) – plant can extract 17 different metals from WEEE, and its recovery rate for gold is 95%. Compare typical 25% achieved by backyard process in third world.
- Visited Bywaters MRF nearby. Enclosed plant – separates plastic film manually, paper, glass, steel, Al, PET and HDPE – other plastics not separated. Building wharf on River Lea alongside – potential to handle waste from Ruislip by canal – prepared to process trial load from Harrow – possible contact David Rumble [d.rumble@bywaters.co.uk](mailto:d.rumble@bywaters.co.uk) 020 7001 6059
- Bywaters provided DVD of their operation – being circulated round group.

## **WRAP conf “Shaping the future of mixed plastics” June 17**

### Proceedings available on

[www.wrap.org.uk/recycling\\_industry/news\\_events/previous\\_events/shaping\\_the\\_future.html](http://www.wrap.org.uk/recycling_industry/news_events/previous_events/shaping_the_future.html)

### Points arising:

- Reported results of trials on recycling mixed plastics – concluded technically possible and commercially viable.
- Concept of PRF (plastics reclamation facility) – can be used alongside MRF to separate different plastics from mixed plastic stream produced at MRF. Often there isn't room at the MRF for this separate plant, so will need to be elsewhere.
- A segregated plastic stream can go direct to a PRF.
- Sainsbury's speaker explained that recycling should mean “can our customers recycle it?” ie that “easy to recycle” means “easy to understand, easy to stack (ie doesn't fill bin), perception of cost” (not “is it technically possible?”)
- J & A Young's plant at Mansfield can separate 10 different plastics.
- Phillip Ward (WRAP Director responsible for contact with local authorities) considered sustainable recycling should add value and distribute the rewards sensibly, ie including the councils that provided the raw materials.

(continued...)

- Film – best for councils to consider collecting this when they are seeking tenders for a new contract – not economic as an add-on to an existing fleet.
- Collection of film at front of store is effective – separation at a MRF is costly
- Closed Loop have a plant for food grade PET & HDPE from recycled plastics at Dagenham and are getting one at Deeside
- Maidenhead and Windsor have an incentive scheme (with vouchers at M&S, tickets for Legoland) to encourage householders to recycle. WHAT A BATTY IDEA!!! Will encourage recycling but will suppress any attempt to reduce or reuse!!
- Veolia pressing supermarkets to reduce the range of plastics they use – to ease separation and to make it easier to achieve an economic volume of each plastic they handle.
- Veolia dislike the diversity of collection practice between different councils.
- Separation of paper at source improves the quality, and enables a MRF to handle plastic film.
- WRAP have £2m available for grants for plants to separate mixed plastics – target is to divert 70% to uses where it replaces virgin plastic.
- WRAP have a set of icons for mixed plastics which local authorities can use.
- Rupal Mehta (editor HA21 education newsletter) and James Donaldson (Director, Greenstar) attended the conf. Met Rupal but failed to contact JD – would have liked to discuss Harrow's visit to Greenstar's MRF with him.
- Lockwood offer a Spacesaver Unit for flats, which can compact waste by 95% of its volume. Relevant for recycling at flats?  
[www.lockwoodspacesaver.org/index2.php?link=Company](http://www.lockwoodspacesaver.org/index2.php?link=Company)

**Harrow Agenda 21 Executive Committee Meeting  
Consumer Action Group  
23<sup>rd</sup> September 2009**

**Progress since last EC meeting**

- We have been approached by CARRAMEA to hold another sustainable food event. Similar to the fair trade / organic food fair held last year and which was very successful. We would like to achieve more this year with one of the aims of the Consumer Group would be to get more local restaurant owners to attend which was an aim in last years event but wasn't very successful. CARRAMEA representative will be attending the next Consumer Group meeting.
- We would like to hold a Cinema night before Christmas.
- We will be holding an activity for Buy Nothing Day in November.
- Harrow Council have stated that they held Fair Trade Borough Status Steering Group meetings but has not yet held a meeting inviting local Voluntary and Community Sector.

**Work to be done before the next EC meeting**

- Create publicity of Consumer Group and try and recruit new members.
- Update the HA21 website Consumer Group pages.

**Issues**

**Harrow Agenda 21 Executive Committee Meeting  
Planning Group Report  
23<sup>rd</sup> September 2009**

**Progress since last EC meeting**

None

**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 (which was already limited) for chairing the planning group has reduced further until January.