

**Harrow Agenda 21 Environmental Forum
Minutes of the Executive Committee Meeting
Committee Room 6, Civic Centre, Harrow
07 July 2010 7.00 pm**

Present:

Name	Ref	Role	Present
Caroline Williams	CW	Chair and Planning Group Chair	Yes
Pam Gershon	PG	Treasurer	Yes
Linda Robinson	LR	Secretary	Yes
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	Apols
Mary John	MJ	Harrow Association of Voluntary Service	Yes
Madan Badale	MB	Harrow Council for Racial Equality	Yes
Phil O'Dell	POD	LBH Councillor, Wealdstone Ward	Yes
Susan Hall	SH	LBH Councillor, Hatch End Ward	Apols
Sachin Shah	SS	LBH Councillor, Queensbury Ward	Yes
Bill Phillips	BP	LBH Councillor, Greenhill Ward	Yes
Stephen Wright	SW	LBH Councillor, Pinner Ward (Deputy)	Yes
Observers:			
Himesh Chavda		Waste Management & Recycling Group	
Daniel McKeon		” ” ” ” – Junior Representative	

1. Welcome and Apologies

- 1.1 CW especially welcomed new council appointees and observers from the Waste Group. DL and MR had sent apologies and SW was deputising for SH.

2. Agenda Review

- 2.1 Everyone had received the agenda was happy with the items and order.

3. Chair's Report

- 3.1 CW's report (attached) outlined preparations underway for the AGM on 28 July. Details had been sent to all members and mentioned in the *In Contact* newsletter. The importance of sending a reminder nearer to the date was stressed. All those present expected to attend, except MO. It was not clear whether all new council appointees had received the newsletter. MB asked whether residents' associations had been told of the AGM. LR said all organisational members had been invited. Non-member associations' representatives would be welcome if interested.

Action Point: LR to ensure *In Contact* sent to new council appointees, and AGM reminder sent to all members.

- 3.2 SW observed that the AGM date in the holiday season could mean reduced attendance. It was recognised that it would be open to the incoming EC to move the time of year of future AGMs within the terms of the Constitution.
- 3.3 Nomination forms were available to be completed after this meeting. It was gratefully acknowledged that Himesh Chavda was willing to stand for election to the EC. MJ and DL had expressed their willingness to be re-elected. MB would be standing down. Whilst Daniel McKeon was too young to be eligible for election, it was agreed that he could be invited to attend EC meetings as being representative of young people.
- 3.4 Alternative speaker and film options pursued by LR and MC had not borne fruit, so CW was intending to give this year's post-AGM talk herself, entitled "Environmental legislation: does it help or hinder?", a topic related to her studies.

Action Point: CW to contact Linda Bradford to ensure availability of screen for use with a laptop and HA21's projector.

- 3.5 CW had noted from the Annual Report (see item 5 below) that more detailed separation of expenditure would be required in future statements of accounts. For example, it was not currently possible to identify training costs or distinguish between different types of information technology expense. PG explained that the number of expenditure categories was limited by the number of columns in the ledger. CW suggested buying a bigger ledger. PG confirmed to POD that a double entry accounting system was being used. BP offered to help PG split technological expenses such as website costs, broadband contract, hardware and software.

Action Points: MO, PG and BP to discuss reformatting accounts.

- 3.6 This would be CW's last EC meeting as, at the AGM, she would be standing down from being a Trustee.

4. Treasurer's Report

- 4.1 PG reported a balance of £6681.51. A £30 cheque to Harrow Association of Voluntary Service had not yet cleared the account for the Winter Social room hire.
- 4.2 A renewal of the annual subscription to the Co-operatives UK Website Builder was due. Although it was unclear exactly how much was payable, LR gave assurances that the cost was reasonable and all agreed it was necessary to maintain the updating of the website.

Action Point: LR to renew annual Website Builder subscription.

5. Annual Report 2009-2010

- 5.1 The draft Annual Report had been compiled and proofread by contributors.

Action Point: LR to send Annual Report to Joanna Herring in the Planning Department for printing in time for the AGM.

6. Under One Sky – festival feedback

- 6.1 MO reported that six people had manned the HA21 stand, including MO, MC, Daniel McKeon and his family. They had taken part in the parade, like last year, and the stall had featured MC's solar energy display. The ever popular Chuck Out Challenge bin game had highlighted the waste collection differences between adjoining boroughs. There had been interest from the Harrow Times on the day, but no mention in the paper.
- 6.2 SW wondered why HA21 was not present at more events, for publicity. CW explained that there were insufficient volunteers. The responsibility for manning a stall always fell to the same few people. The next planned show was Canons Park Fun Day on 18 July. MC was co-ordinating attendance.

Action Point: MB and Himesh Chavda to advise MC of their availability on 18 July for Canons Park Fun Day.

7. Action Group Reports

Waste Management and Recycling

- 7.1 MO called for entries to the group's Food Waste competition mentioned in his report (attached). He invited all to join the group's visit to West London Composting's Harefield site on 05 August, with the incentive of a bag of compost to take away. Those interested should let him know by 16 July. His FutureSource report (attached) would be sent to Andrew Baker.

Consumer

- 7.2 CW read from Sarah Kersey's report (attached). In response to her appeal for a caretaker chair from the EC, MC offered to consider the idea prior to the AGM. Most felt that the EC should expect someone from the group to step forward as chair. MO pointed out an overlap with the Education Group with regard to the push for Harrow's Fair Trade Town status.

Action Point: MO to liaise with MR about involvement of school children in Fair Trade activities.

Education

- 7.3 With the Anne Swain Award application deadline approaching, as mentioned in MR's report and Chair's report (attached), CW lamented the lack of entries so far despite an understanding that Alexander School would submit one following HA21 support. POD suggested rolling over the prize fund until next year and sending a letter to the Chair of Governors at each school, as he knew of many worthy schemes, such as at the Krishna Avanti School. Recalling the days when HA21 employed Schools Environment Liaison Officers, MB asked about the group's membership and was told that all the borough's schools belonged, but that only a few school staff volunteered on the committee. MO felt dispirited by the low turn out he had witnessed at some of the group's events. In response to a query from MJ, CW confirmed that MR made visits to schools.

Action Point: CW to talk to MR about ideas to encourage Anne Swain Award entries.

Planning

- 7.4 There was no written report and CW gave new attendees some background on the Planning Group, which had no meetings or active members. The incoming EC would need to decide the future of the group, which already had nominally incorporated the dormant Transport and Air Pollution Group. It was not thought feasible to amalgamate groups further without any active participants to take the lead.

8. Minutes of the Last Executive Committee Meeting of 10 March

Accuracy

- 8.1 The minutes were proposed as a true record by CW and seconded by MC.

The minutes of the last meeting were approved.

Matters Arising (if not covered above)

- 8.2 Item 3.4. MC had managed to get Kate Upton along to the Waste Group and had emailed Manish Neupane but received no reply. There had been talk of Kate Upton attending a Talk Action training session, but it was not known if this had happened. MO had met with Emma Thomson, a young volunteer from St. Paul's Church, and encouraged her to become involved with the Consumer Group.
- 8.3 Item 3.7. LR had written to outgoing and incoming council appointees with thanks, welcomes and encouragement to remain involved where appropriate.
- 8.4 Item 6.2. LR had determined from MR and Sarah Kersey that the few remaining allotment tools were not suitable for the Travellers' project and were still in storage with Sarah.

9. Any Other Business

- 9.1 LR had received an invitation for HA21 to take advantage of a Volunteering Recruitment Opportunity at the council's Week of Action in the town centre between 19 and 24 July. POD explained the way the week's Volunteering theme would involve the council's partners in the NHS, Police and Fire services. MC felt he might be able to attend for one afternoon.

Action Point: MC to take charge of any activity during the town centre Week of Action, including HA21 leaflets.

- 9.2 SW had received a letter from Gerry Jones of the Centre for Alternative Technology berating the council for the closure of the Earth Project. It seemed there had been some misunderstanding, as the council had never provided or promised funding for the project to use the adjacent allotment site concerned. POD said that council officers were to make a response to the letter.

- 9.3 MO expressed gratitude for the long service of retiring EC officers CW and LR. This was backed by the whole committee.

10. The meeting closed at 9.05pm

Next Meeting: Wednesday 08 September in Committee Room 5
Apologies received from SH

AGM: Wednesday 28 July in Committee Rooms 1 & 2

Harrow Agenda 21 Executive Committee Meeting
Chair's report
7th July 2010

Progress since last EC meeting

- Preparations for the annual report. Linda has done another good job of preparing the annual report and we have the draft to consider.
- Preparations for the AGM
 - Eve has sent out the AGM notifications, including covering letter, agenda, and minutes of previous AGM and nomination forms for EC members/trustees.
 - Eve is preparing light refreshments for evening
 - Post AGM speaker has been found – me! The title (as quickly thought up for the newsletter) is Environmental legislation does it help or hinder? This is a part of my MSc thesis.
 - Eve has sent out the newsletter
- Handover. Talking to MO
- Attending the Monday morning office sessions.

Work to be done before the next EC meeting

- I will not be attending next EC meeting as HA21 will have a new chairman, however before I stand down at the AGM I shall continue talking with MO. After the AGM I will remain a member and will attend some Monday sessions to maintain a smooth handover and to continue installing some programs and packages and data on new computer.
- Continue with preparations for AGM.

Issues

- Layout of accounts. There is a greater breakdown of accounts required for fundraising and annual report purposes.
- Lack of entries for Anne Swain award
- It is hoped that there will be some nominations for the EC otherwise the remaining trustees will have a full workload meeting existing commitments

**Harrow Agenda 21 Executive Committee Meeting
Waste Management & Recycling Group Report
07 July 2010**

Progress since last EC meeting

- Filming of “What happens to Waste” continues – editing to be done.
- Waste & Recycling Group ran waste and energy feature at HA21’s stand at Under One Sky. Stand featured Leftovers Recipe competition.
- Full details of competition for recipe for leftovers published in June “In Contact”.
- Article on contents of blue bin published in In Contact.
- Visit to West London Composting arranged for Thursday August 5, at 10.30.
- Chair attended Futuresource on June 15 – reported separately.

Work to be done before the next EC meeting

- Entries for recipe competition to be received and competition judged.
- HA21 to run stand at Canons Park Fun Day on July 18. 5 of the Waste & R Group (who ran the stand at Under One Sky) are not available – needs wider support from other members of HA21.
- Nower Hill School are due to lift their 1 year Time Capsule – to examine how/whether materials have deteriorated.

Issues

- Hard water – represents waste of soap, with wider implications for biodiversity. The Waste Group are to pursue this through Water Voice and MPs.
- “You and yours” feature on anaerobic digestion indicated their contribution to energy production is low. Harrow are considering this technology – role for Waste & Recycling Group?
- Develop the blue bin article in In Contact as an experiment the Education Group could use?

MSO 28 June, 2010

Visit to Futuresource, ExCel, 15.6.10

What could be of interest to Harrow and HA21 are:

Service organisations offering advice are:

WRAP – substantial advice to local authorities and businesses – can support waste reduction strategies, kerbside recycling, food waste collection, collections from flats, advice to schools.

Capita Symonds can offer advice/supply plants for many waste-related technologies.

ElectroLink and *WastePack* offer advice to organisations generating waste on their obligations under WEEE and Producer Responsibility Obligations (Packaging Waste) Regs.

EnviroComms offer a public relations/promotion service for waste campaigns and are developing a local green points incentive scheme.

Local authorities and reuse organisations can join WEEECAF (WEEE Civic Amenity Site Forum).

Energy from Waste

Organisations which offer “Energy from Waste” other services make the point that other waste management services are higher up the waste hierarchy and should be preferred, i.e. that energy from waste incineration should only be used for the residual waste which is left after the recycling or reuse options have been properly explored. (*AE&E* and others.)

Anaerobic digestion

Global Renewables operate 2 waste treatment plants in Lancashire, producing compost and energy, separating recyclables, producing pure water by reverse osmosis, with a Visitors’ Centre. Also have a food waste treatment process (*FRESH*).

Agrivert have a plant in Oxon due to start operating in August.

Sterycycle attended the exhibition – are Harrow still considering the plant they are offering? Their original plant in Rotherham, new installation in Cardiff.

Monsal claim to have supplied 200 AD plants throughout Britain.

Infrastructure services

May Gurney describe the services they offer to other authorities (in London they collect dry recyclables in Barnet, kerbside collection and food waste collection trial in Hackney, integrated waste management in Ealing, CA site in Waltham Forest). They have a different philosophy and disparage collections of garden waste which they see as introducing waste into the system to no purpose, see alternate weekly collections with commingled recycling one week and residual refuse the next as meeting the needs of the providers of the service rather than the householder, and value the quality of material produced by kerbside sorting.

Severnside operate mainly in SW England and S Wales – have one depot in Uxbridge – have a large cardboard recycling operation – discourage collection of glass and cardboard together.

Waste – home and business

Bins which make it easy to segregate waste as you produce it, and easy for cleaners (*Eco deco* and *Polymax*). (*Recyclogic* do the same – exhibited at Eco-Build).

MSO

**Harrow Agenda 21 Executive Committee Meeting
Ethical Consumer Action Group Report
07 July 2010**

Progress since last EC meeting

- No progress on recruiting a new Chair for the group.
- New members are bringing new ideas to be discussed. .
- The group is working on a campaign to promote ethical consumerism in local places of worship including temples, mosques and synagogues. Started to identify places of worship that already have Fair Trade campaigns and Eco Congregations from what the members know presently.
- News that the new political administration at Harrow Council will be starting the Fair Trade Borough Forum. Cllr Nana Asante is the Council's Fair Trade Champion and she has convened a Cllr Steering Group to address the Fair Trade Borough Status.
- Members are keen to highlight the need to boycott palm oil and nestle to Harrow residents.

Work to be done before the next EC meeting

- Fair Trade Town Status – Cllr Nana Asante and Fair Trade Foundation rep to attend meeting to help determine our Fair Trade Borough Status Campaign.
- We hope to screen a film. Either Food Inc or Black Gold.

Issues

- New Chair for the group very much needed as I won't be able to continue to Chair the group for much longer. A plan needs to be made for future arrangements as it is not possible for me to continue to be caretaker Chair. The group has a good turn out of members and meets regularly and would like to continue to do so. Is it possible that a trustee take on role of caretaker Chairperson for the group and can a Secretary be found to take minutes?

Action required by EC: The group would like this to be discussed and agreed by EC so that they know the future of the group.

**Harrow Agenda 21 Executive Committee Meeting
Education Action Group Report
07 July 2010**

Progress since last EC meeting

- ETN course in May: This course was cancelled but a new one set up in London on the 8th July. Subject being, 'Environmental Games to capture the Imagination' for use in Schools & with Groups; this I am attending.
- Summer Term Walk 13th May - Simon Braidman volunteer warden at Stanmore Common led a small but enthusiastic response.
- Alexandra School: Nick White has kept us up to date with progress in the nesting box but unfortunately the young birds all died, this to be investigated for next year's fledglings.
- Anne Swain Award: With summer here, an environmental achievement or proposal for the yearly of £500. Closing date 11th July, still one application only for details so far. We have had an application for funds from Aylward School for install an underwater camera to do some virtual pond dipping (Pond camera system – TTS £200) and datalogger (Logbook ML TTS - £199) to monitor environmental changes; and to grow plants to attract more minibeasts.
- September Newsletter: Request for copy sent out but no response as yet.
- Autumn Event: We have accepted an invitation to hold this Committee/ Open meeting at Veolia Environment Centre on Thursday 14th October, format to be decided.

Work to be done before the next EC meeting

- Attend ETN Course at Islington Environmental Centre.
- Decide format of October meeting.
- Produce next newsletter.

Issues

Marilyn Raymond