

**Harrow Agenda 21 Environmental Forum
Minutes of the Executive Committee Meeting
Committee Room 5, Civic Centre, Harrow
09 July 2008 7.00 pm**

Present:

Name	Ref	Role	Present
Sarah Kersey	SK	Chair & Consumer Group Chair	Yes
Pam Gershon	PG	Treasurer	Yes
Linda Robinson	LR	Secretary	Yes
Caroline Williams	CW	Planning Group Chair	Yes
Mick Campbell	MC	Waste Management & Recycling Group Chair	Yes
Alan Blann	AB	Transport & Air Pollution (TAP) Group Chair	No
Marilyn Raymond	MR	Education Group Chair	Apols
Jenny Hunt	JH	Harrow LETS	No
Don Liversedge	DL	Harrow Humanist Society	Apols
Sarah Fahy	SF	Earth Project	Apols
Mary John	MJ	Harrow Association of Voluntary Service	Yes
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	Yes
Jeremy Zeid	JZ	LBH Councillor, Kenton West Ward (Reserve)	Yes

1. Welcome and Apologies

- 1.1 Apologies for absence were noted from DL, MA, MR, SF and VM. JZ was attending as a reserve councillor for MA and VM.

2. Minutes of the Last Executive Committee Meeting of 21 May

Accuracy

- 2.1 The minutes were proposed as a true record by PG and seconded by SK.

The minutes of the last meeting were approved.

Matters Arising

- 2.2 Item 2.3. LR read out an email from the Charity Commission confirming that the following wording would be acceptable as an additional clause to the constitutional object: "*b) The education of the public in the London Borough of Harrow in forms of human behaviour (including industrial, commercial, economic and social activities) which protect and improve the environment and promote the well being of humanity and other living species.*"
The necessary preparations had therefore been made to vote on the amendment at the forthcoming AGM.

- 2.3 Item 5.1. LR confirmed that the administrator, Eve Swabe, was now advising action group chairs of new members' relevant interests when membership packs were sent. MC had received such a message.
- 2.4 Item 6.1. SK had looked more closely at the Primary Care Trust's Joint Strategic Needs Assessment request and concluded that it was beyond HA21's capacity to make an informed and useful response.

3. Chair's Report

- 3.1 No written reports had been requested or produced for the this meeting, as it was less than eight weeks since the last meeting and all chairs had been busy compiling contributions to the Annual Report.
- 3.2 SK expressed thanks to the ten volunteers who had helped set up and man the HA21 stall between 9.30 am and 7pm at the council's Under One Sky festival on 29 June. MC had made a buzzer device for the Chuck Out Challenge wheelie bin recycling game which had been a great success in stimulating discussion, with much positive feedback from participants. In addition, the TAP Group had provided a display comparing alternative motor fuels and MC had built models to generate electricity by different methods, of which the one using water had unfortunately been faulty.
- 3.3 Minesh Mistry of the council's Energy Team had invited HA21 to its Climate Change Fair in Pinner Memorial Park on 23 August. It was hoped to repeat the stall and the Chuck Out Challenge bin activity, which the Waste Group was to develop further for future events.
- 3.4 For the AGM on 16 July, SK had arranged for a speaker from University College London to give an overview of the global perspective on Local Agenda 21 developments since its inception at the United Nations. Nibbles would be provided.

4. Treasurer's Report

- 4.1 PG reported a balance of £5700.15 in the bank, plus £75 in petty cash. In reality there was £200 more in the bank because a school prize cheque had never been debited from the account even though it had been credited to the account of the recipient school.
- 4.2 PG pointed out that the end of year balance for 2007-8 had been much healthier than the previous year due to a much better control of spending.
- 4.3 A letter had been received from the council recommending Volunteering England's guidelines on rates for reimbursing volunteers' mileage expenses at 20 pence for travel by bicycle, 24 pence by motorbike and 40 pence by car up to 10,000 miles per annum. PG sought the Committee's approval to increase HA21's rates accordingly, from the current 15 pence per mile for car mileage. POD queried who was claiming such expenses and why. PG gave the example of driving to sessions at the Community Premises. LR pointed to total yearly travel expenses of only £169, as detailed in the Annual Report.

- 4.4 SK wondered if extra could be paid to drivers for carrying passengers, as an incentive to share car journeys. POD suggested that rates for bicycles should be the same as for cars, to encourage cycling instead. MJ preferred to think of such measures as a thank you rather than an incentive. PG proposed a flat rate of 40 pence per mile by car, bicycle or motorbike, with an additional £1 each way per passenger carried, payable to the driver.

Agreed: Volunteer travel expenses to be reimbursed at 40 pence per mile for journeys from 17 July 2008, and an additional £1 each way per extra passenger.

5. Secretary's Report

- 5.1 The Annual Report had been emailed to trustees and hard copies were being printed by the council to be ready for distribution at the AGM.
- 5.2 Some nominations to the EC had been received for the AGM elections. JH would not be standing for re-election and AB was to step down as TAP Group Chair. Mick Oliver (MO) had been appointed to take over as Waste Group Chair, although MC was still willing to be nominated to the EC. Founder member Madan Badale (MB) had also been nominated. All others present were willing to stand and to continue in their current positions if required.

Action Point: SK to speak to TAP Group members about appointing a replacement Chair.

6. Local Action 21

- 6.1 SK referred to an original HA21 Action Plan, produced in 1997, which had not been followed through or updated, despite Agenda 21's move forward at the 1992 Rio Earth Summit to become Local Action 21. There were gaps between the Action Plan, the actions taken and the global Action 21 expectations. SK was trying to get hold of as many copies of the original Action Plan as possible. MJ had been a reserve councillor on the first EC and she suggested that Cllr. Eileen Kinnear might still have a copy. David Summers was also suggested as a possibility.

Action Point: JZ to scan the original document and burn it to CD.

- 6.2 SK sought to involve as many original members as possible in ensuring their Action Plan was reviewed and implemented. It would be a big piece of work, for which she envisaged a Working Group, perhaps including MB and the planned network of residents associations. POD felt it would be a good opportunity to refresh HA21's sense of purpose. MC commented that different councils had reached different levels of progress, citing Woking as an advanced example. SK had access to an electronic tool for evaluating performance against Agenda 21 progress. POD suggested meeting with John Edwards, Harrow's new Director of Environment Services, to discuss the toolkit and Harrow's performance.

Action Point: SK to email John Edwards re LA21 update.

7. Summer Barbecue

- 7.1 No barbecue had been arranged this summer. Attendance last year had been poor and it had rained. SK hoped to arrange it for later in the summer and include the planned focus on networking for residents associations. A newly recruited member had offered to organise events.

Action Point: SK to check availability of Harrow in Leaf allotment venue for 30 August and ask new events volunteer to book, organise and promote a Summer Barbecue.

8. Action Group Reports

Waste Management and Recycling

- 8.1 SK had chaired the last group meeting in MC's absence. There had been discussion about developing a version of the "Chuck Out Challenge" to be taken to community groups, which MO was to take forward. Another proposed project involved linking up with a local college's media department to create a video to take to groups, show on community TV or even on YouTube. PG suggested her grandson as a potential participant with an interest in film editing. SK asked her to put him in touch with the Waste Group.

Transport and Air Pollution

- 8.2 A leaflet and display on alternative fuels had been produced, as used at Under One Sky.

Consumer

- 8.3 SK hoped to kick start the lapsed Fair Trade Borough Steering Group with a Healthy Fair Trade Food Celebration at the Healthy Living Centre on 26 July between 11 and 3, in conjunction with CARRAMEA. The group was appealing for restaurateurs to come along and sample wholesale Fair Trade produce.

Education

- 8.4 SK reported that MR had been pleased with the high turnout for the Three Valleys Summer Event at Clay Lane. The workshops were popular and appreciated, with ten potential recruits for the group. PG had heard that everyone had stayed late and said that HA21 had made a donation of special crayons to the Clay Lane centre.

Planning

- 8.5 CW had held the group's meeting on 02 July. Although attendance had been fairly low, a Space4Nature project had been discussed to tie in with World Habitat Day on 16 October. It would encourage people to create habitats in front gardens that had been paved over, perhaps using obsolete green recycling boxes. Leaflets and stickers would be produced and CW hoped to book the Civic Centre foyer to promote it.

8.6 The Greener Harrow meeting had taken place on 08 July. Its chair, David Summers had been concerned at the lack of response from HA21's Planning Group to the Local Development Framework (LDF) Core Strategy consultation. HA21 members had been encouraged via the newsletter to respond as individuals. CW was sceptical that any contribution from the group could add value but POD pointed out the importance of registering HA21's views and keeping its profile raised.

Action Point: SK and CW to meet to formulate LDF Core Strategy response on behalf of HA21.

9. Any Other Business

9.1 PG requested that any expense claims be submitted before the AGM.

10. The meeting closed at 9.00pm

Next Meeting: Wednesday 17th September in Committee Room 5