

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

**Present:**

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

**1. Welcome and Apologies**

- 1.1 CW welcomed all. Apologies were noted from DL, MA, MC, MO, POD, VM and YT. Reserve councillors Joyce Nickolay (JN), Jerry Miles and Dinesh Solanki had also apologised for being unable to attend and JZ was acting as reserve for YT. SK had advised she would arrive late.

**2. Agenda Review**

- 2.1 An advance check of the agenda revealed a couple of items planned to be raised under Any Other Business. It was considered advisable to delay discussion of progress on Volunteer Management due in the Chair's Report until SK joined the meeting.

**3. Chair's Report**

- 3.1 Since producing her report (attached), CW had met with SK and discussed the volunteer recruitment and management plans. MC had queried in what way it was envisaged SK could be involved as a non-trustee co-ordinator. After SK's arrival, it was agreed that the approved New Volunteer Induction Checklist would be sufficient guidance without the proposed recruitment and management procedures that were deemed unnecessary and overcomplicated. The current ad hoc co-ordination by trustees and the administrator would continue.

- 3.2 The risk of insufficient hours recorded at the Community Premises was being addressed by extra key holders attending at times other than Monday mornings, including MC, Eve the administrator, CW and LR. LR was keen for further volunteers to spend time accruing hours, although it was recognised that a key would always be needed for access. MB expressed a willingness to liaise with MC and put in some attendance. PG suggested holding more action groups meetings there, although it was pointed out that time spent in the meeting room did not count towards the required hours.
- 3.3 CW wished to resume last year's unsuccessful efforts to secure regular council officer attendance at EC meetings. Nothing further had happened since John Edwards, Divisional Director of Environment Services, had attended the AGM in July. After Brendon Hills, Corporate Director for Community and Environment Services, had been approached by MA with no concrete ongoing results, attempts had been abandoned in September. JZ suggested the Community Development team should be involved.

**Action Point: JZ to ask Cllr. Susan Hall to intervene to ensure officer representation at EC meetings.**

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

- 4.1 PG reported £5133.47 in the bank. She was expecting some expense claims and a £400 invoice from ICA-UK for the facilitated session. The funds remaining at the end of the financial year were predicted to be lower than last year's.
- 4.2 No official news had been received about the expected council grant. JZ gave an overview of the way in which Scrutiny Review recommendations had been adopted by the Council without reference to the Grants Panel. Unfortunately, the new criteria did not distinguish between organisations with Service Level Agreements and those without. No impact assessments had been carried out. Publicity had generated more than double the previous demand for funding and the new allocation methods would have resulted in massive cuts to much-needed services had it not been for the intervention of Chief Executive Michael Lockwood, who had wrought a commitment from Council Leader David Ashton and his Deputy, Susan Hall, that extra funds of £200,000 would be found. JZ foresaw sharp words for the Scrutiny Challenge Panel, as the situation could easily have led to appeals and costly suits lost to the Public Law Project. A proper review for a permanent solution was in the pipeline, for which JZ had suggested some ideas.
- 4.3 There was criticism of the way in which no notification had been given of the officers' decision not to recommend any grant at all for HA21 after indicating in writing that its application was acceptable. JN had since confirmed by email that many of the officers' recommendations had been overturned and that HA21's grant would be restored to the same level as last year.

**Action Point: LR to seek official confirmation of the grant award via Brendon Hills and Cllr. Jean Lammiman.**

## 5. Facilitated Session

- 5.1 CW reminded trustees that she had been charged with arranging a “facilitated brainstorming” session, which had sometimes been referred to as a Facilitation Meeting. LR questioned the use of this terminology. The facilitators and Committee Rooms 1 & 2 had been booked for 24 March from 5.30 to start at 6.00 for three hours, as detailed in an email from Martin Gilbraith of ICA-UK (attached). MB sought assurance that the event would address the aftermath of the 1997 Action Plan review. CW confirmed that it would be about celebrating the achievements of the ten year plan and developing a new plan for the next five or preferably three years. DL had been asked to give an overview of HA21 since its inception. MR regretted she would be unable to be present.
- 5.2 The *In Contact* newsletter would not be distributed in advance, so separate invitations would be sent to all individual and organisational members, with responses required to the administrator by 22 April. It was agreed that as many representatives as possible would be welcome to attend from each member group and that the session should be called “The Way Forward for HA21 – a facilitated session”.
- 5.3 CW would ask the administrator to arrange refreshments and it was agreed that these should be provided by the Red Brick Café if possible. It was not thought that any additional equipment would be necessary, although LR confirmed that one flipchart stand had been promised by the council. Cabaret style seating at tables was expected. JZ queried whether each table would address the same questions. CW thought so and said that it would be up to the facilitator.

**Action Point: CW to liaise with the administrator to publicise and prepare for The Way Forward session.**

## 6. Action Group Reports

### Waste Management and Recycling

- 6.1 MO’s report (attached) had been circulated, including his account of his visit to Ecobuild. Topics noted were considered matters for action group consideration.

### Consumer

- 6.2 SK stressed from her report (attached) that the Group would discuss its need for a new chair at its meeting scheduled for 16 March, to which she had invited her Oxfam and Fair Trade contacts. SK would continue to participate in the group once a new chair was found. Meanwhile, following her resignation, she was willing to report to the EC in writing but could no longer attend EC meetings. Member Meghan Zinkewich-Peotti had offered to undertake research for the group but was unable to come to meetings. Contrary to her report, SK had not yet booked the meeting room for the remainder of 2010 but was about to do so at the Community Premises.

### Education

- 6.3 MR was pleased to add to her report (attached) that Andrew Baker, Waste Management Policy Officer, had agreed to send a member of staff to man a Waste & Recycling stand at the group's Spring Event.
- 6.4 As mentioned also in the Chair's Report (attached), the Alexandra School wildlife garden project was progressing, with plans for a nesting box webcam and an agreement to attribute HA21 as sponsor on the gate to the garden.
- 6.5 MR was planning to attend an Environmental Trainers Network event on using school grounds as a resource, which she would cascade to the Group and at an inset day for science co-ordinators which she had been asked to run in June.

### Planning

- 6.6 CW referred to her report (attached) and confirmed that she had attended Ecobuild.
- 6.7 Although CW was announcing her intention to stand down as HA21 Chair at the AGM, she wanted to continue chairing the Planning Group and remain on the EC. It was suggested that a new volunteer who had offered support by email, Manish Neupane, could make a useful contribution to the group or to the EC.

**Action Point: CW to approach new volunteer to discuss potential roles.**

- 6.8 CW was keen to progress the planned project around democracy. LR and SK questioned whether this would belong in the planning group's remit or elsewhere. This would be something to bring into the facilitated discussion on 24 March.

## **7. Minutes of the Last Executive Committee Meeting of 13 January**

### Accuracy

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

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

### Matters Arising (if not covered above)

- 7.2 Item 8.1. JZ had spoken about his serious concerns over enforced council trading in carbon emissions to David Ashton, who had admitted it was a gamble. CW gave assurances that this issue would be covered at Greener Harrow meetings.

**8. Any Other Business**

- 8.1 Nominations for the AGM elections to the EC would need to be discussed at the next meeting, including those for a new Chair and Secretary.
- 8.2 At the local 'People's Question Time' at which the public were offered the opportunity to question London Mayor Boris Johnson, JZ had found it disappointingly difficult to get his questions answered about waste and power. Hardly any environmental issues, such as public transport, had been addressed.
- 8.3 JZ raised the issue of the just announced government decision to release insects that feast on Japanese knotweed in an attempt to control it. He was worried about the potential consequences of repeating past mistakes in introducing non-native species to eliminate others without fully anticipating unwelcome results.

**10. The meeting closed at 9.10pm**

Next Meeting: Wednesday 12 May in Committee Room 5

**Harrow Agenda 21 Executive Committee Meeting  
Chair's Report  
10<sup>th</sup> March 2010**

**Progress since last EC meeting**

- Winter social  
16.1.10 A good event. Thanks to Eve who put in a lot of preparation, despite being unable to stay for long.
- Attended training  
10.2.10 ICA:UK Group facilitation management (Good course).
- Community Premises  
15.2.10 Our allocation of 5 hours per week was proving hard to meet. After talks with site manager a further 2 sets of keys were issued and received by MO and LR. We should now be able to meet this target.
- Alexander Schools wildlife garden  
24.2.10 Attended meeting with MR & MC at site. Looked at garden area and reviewed their plan. Plan is good one.
- Editing In Contact with Eve and contributors.  
The time scale for In Contact seems too short. A quarterly release should fit in better with activities and contributions. In contact will be distributed next week, then quarterly thereafter.
- Facilitated brainstorm  
2.3.10 Meeting at community premises with Martin Gilbraith and LR. Date and format agreed. Facilitated brainstorm 24.3.10. Time to be finalised probably 6 – 9pm
- Monday office sessions  
Attendance generally good with many issues tackled as a team.
- Meeting with SK  
I have been unable to arrange a meeting with SK who has other commitments at time when I am free.

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

- Send out next In Contact
- Facilitated brainstorm to have taken place.
- Meet with SK re consumer group.

**Issues**

- Council officer needed to attend EC meetings
- Members/ volunteers being identified but there is limited capacity for placement.

**From:** "Martin Gilbraith (ICA:UK)" <[martin@ica-uk.org.uk](mailto:martin@ica-uk.org.uk)>

**Date:** 4 March 2010 16:10:51 GMT

**To:** caroline williams <[cw4ha21@btinternet.com](mailto:cw4ha21@btinternet.com)>

**Subject: Re: Tailored Facilitation Enquiry**

Hi Caroline, it was good to see you again the other day at your office in Harrow, and to meet Linda as well. Apologies for my delay in getting back to you.

This is to confirm our agreement for your workshop of March 24th as I understand it - please get back to me asap if I have misunderstood or omitted anything important, or if you want to add or change anything.

Please also confirm that the space you have booked will be suitable, and whether you can book it from 5pm (to allow for 3 hours plus set up) - then please let me include an outline of the aims & process to be included in joining instructions to be sent to participants in advance.

I attach an invoice for the full fee of £400 to confirm the booking. We will talk again about the democracy project when we meet on the 24th, but do let me know in the meantime if you would like me to invoice this month for a deposit in advance for that work.

**Participants** - open to all 100+ individual & 20+ organisational members of Harrow LA21, about 25 people anticipated to attend. Please let me have a participants list a few days in advance, preferably with something about each (eg: role in Harrow LA21, organisation if applicable)

**Aims** - to symbolically bring closure to the 10 year plan of 1997 and celebrate its achievements; to consult with the membership on the impact Harrow LA21 should seek to make over the coming 3-5 years; and to involve members in such a way as to build consensus, ownership & commitment to a common way forward

#### **Process**

- \* opening (Caroline), overview & introductions (at tables?) - 15-30 mins
- \* closure & celebration of 10-year plan - 15-30 mins (including words from Ben Tuxworth or other guest speaker?)
- \* ToP Consensus Workshop - focus question "what difference would we like to see Harrow LA21 make in Harrow over the coming 3 (or 5?) years, in terms of social, economic & environmental sustainability?" - 75-105 minutes
- \* reflection & closing words (Caroline) - 15 mins

**Timing** - I have shown possible timing for 2 hours, 7-9pm, or (my recommendation) 3 hours, 6-9pm (with refreshments available mid-workshop). It could just about be possible to do this in 2 hours, but it would be rushed and very dependent on starting on time and people not leaving early. If you could arrange for 3 hours then we would be much better able to meet the stated aims. I suggest invite people to arrive for refreshments 15-30 minutes before the start, and book the space to be available to set up from an hour before at the latest.

**Venue** - rooms 1 & 2 are booked at Harrow Civic Centre. A key requirement for the workshop will be a large flat expanse of wall space that we can attach a sticky wall to (3m or 5m length x 1.5m), preferably with masking tape. Ideally we would have cabaret style seating around small tables of 4-5 seats each, with plenty of space

**Costs** - the full fee of £400 is payable in advance to confirm the booking, and is non-refundable in the event of cancellation. With a week's notice the fee may be transferred once to a future date in order to reschedule the workshop by agreement. Travel & subsistence expenses will be minimum and will be waived.

best wishes,  
Martin

**Harrow Agenda 21 Executive Committee Meeting  
Education Group Report  
10<sup>th</sup> March 2010**

**Progress since last EC meeting**

- Committee meeting at St Theresa's, limited attendance but much ground covered.
- 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; Paper Trail. Dennis Vickers, new Harrow Biodiversity Officer. LMB Education, which provides monies to schools for recycling and hopefully a Waste & Recycling Department stand?
- Summer Term Walk 13th May - Simon Braidman volunteer warden at Stanmore Common has agreed to lead
- We are trying to persuade local schools to enter both of the following-
  - All schools will have had a letter about the Mayor of London's new award, called 'Capital Growth schools Competition' a food growing initiative, with an award of £500. To find out more: [www.capitalgrowth.org.uk/schools](http://www.capitalgrowth.org.uk/schools)
  - With spring ahead, an environmental achievement or proposal for the yearly Anne Swain Award of £500.
- Caroline, Mick C and myself met at Alexandra School to view their proposals & discuss the allocation of monies in kind.
- Cheque to Pinner Wood School has been re-issued

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

- Summer Edition of Newsletter

**Issues**

Marilyn Raymond

**Harrow Agenda 21 Executive Committee Meeting  
Waste Management & Recycling Group Report  
10<sup>th</sup> March 2010**

**Progress since last EC meeting**

- Camera purchased for Group to carry out filming - project brief expanded to give detailed script for “What happens to Waste”.
- Chair attended Ecobuild – waste implications (and other topics – reported separately)
- Article on food waste and ref to competition for recipe for leftovers to be published in March “In Contact”.

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

**(retained from January report in normal font – *new text in italics*)**

- Possible visit for group envisaged during August 2010 – to be arranged.
- Chair to attend Education Group March meeting, Andrew Baker also invited. Chair to pursue issues arising from Realliance conf “Revaluing Resources” (on-site composter for schools, reuse of furniture displaced when schools are modernised, possibility of recycling vinyl flooring offcuts in new schools programme).
- *Possible cooperation with Education Group – can children spot Recycling Batteries posters at shops which should be offering recycling?*
- *Group to develop rules for recipe competition and identify prize.*

**Issues**

- Chuck out challenge to form part of HA21 involvement at Under One Sky – could feature battery recycling. Needs support from all of HA21 – not just Waste & Recycling Group.
- Retailers are due to introduce take-back scheme for used batteries by 1.2.10. Group to monitor progress.
- Royal Mail rubber band waste – no progress – Group activity to cease – only possible action would be prosecutions for littering – outside Waste Group’s scope.

MSO March, 2010

## Visit to Eco-Build, Earls Court, 2.3.10

What could be of interest to Harrow and HA21 are:

### Waste-related

Eco-sheet – fair-faced plastic board, manufactured from mixed waste plastic, used as an alternative to plywood for fencing construction sites and shuttering (there are few uses for mixed plastics – bottle plastics do get separated in a MRF but there are few plants capable of separating the others, and no markets for them).

Vinyl flooring – industry is able to take back offcuts from large installations, for reprocessing – rather than it going to waste. (Material lifted from an existing site in refurb work is always contaminated with adhesives and the base it was stuck to – can only go to waste).

Carpets – industry can reclaim backings and fibres for reuse or alternative uses.

Much current building work in London is refurb rather than new construction – offers a lot of scope for recycling for carpets – does it happen?

Envirochannel produce drainage channels for roads and carparks from recycled plastics and limestone powder – appeared equivalent performance to concrete but lighter to handle.

Recyclogic produce a cupboard-mounted recycling bin/compactor which enables you to separate your recycling at the sink. Have always thought that “segregate, don’t sort” would be a good slogan to make recycling easy – this product would enable you to do so.

### Insulation-related

Multi-layer foils – potential for insulation at roof level, with space saving.

Nanotechnology – thin highly insulating material derived from space programme, but not in large-scale production. Potential for internal insulation of solid walled housing (lots of this in Harrow).

Seminar – report that Ireland had offered grants of 4000 Euros to householders for external insulation of solid walls, and had required work to be conducted by qualified installers.

Speaker from Energy Saving Trust reported that Environmental Health in Kilburn (ie Brent) had required insulation to be installed in a cold bed-sit. This requirement broke new ground – traditionally Env Health depts were concerned about damp and didn’t make the link that buildings were damp because they were cold. Can Env Health in Harrow use this precedent to require improvements in standards of insulation?

Examples of internal insulation being installed while building was occupied (usually considered too disruptive).

Report given of large project involving external insulation of private housing by East Riding in Hull, in an Improvement Area.

### Building Research Establishment

Lots of guidance available\* – does Harrow use it?

Should we consider a visit to BRE Innovation Park for councillors and officers to examine new building techniques and materials? Or are they already aware?

BRE are conducting a substantial upgrading project on their C19 Stable Block. Relevant to Harrow’s housing stock?

\* also from **Energy Saving Trust**.

### Wood as biomass

Possibility of using wood cut from parks or woodland as chips or pellets as fuel. Capital Woodlands Project/Trees for Cities and 6 London boroughs are doing this.

### Shops’ open door policy

Canadian energy- saving air barrier which recirculates ambient air (not the hot air heater you usually experience at shop doors). Allows shops etc. to have open doors (which they seem to like), yet to keep their heated indoor air in (or air-conditioned conditions in summer), and dust, fumes and cold/hot air from outside out. Shops’ open door policy is desperately energy-inefficient – this technique must offer a substantial saving. MSO 4.3.10.

**Harrow Agenda 21 Executive Committee Meeting  
Planning Group  
10<sup>th</sup> March 2010**

**Progress since last EC meeting**

- Greener Harrow  
26.1.10. Chaired meeting.
- Attended training session  
10.2.10 ICA:UK Group Facilitation Management.
- New project - Democracy  
Grant application included NI indicator -democracy.

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

- Attend ECObuild
- Hold planning group meeting.
- Research ongoing democracy projects locally and nationally. How would a HA21 democracy project fit - Possibly into community development programs and the sustainable communities' strategy?
- ICA:UK can be used to prepare project outline.

**Issues**

- My time for chairing the planning group is limited.

**Harrow Agenda 21 Executive Committee Meeting  
Consumer Group Report  
10<sup>th</sup> March 2010**

**Progress since last EC meeting**

- Next meeting 16th March – the group will be asked if anyone would like to become the new Chair
- Proposed way forward for Consumer Group to CW
- Booked meeting room for 2010 meeting dates

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

- To be confirmed by group members at meeting on 16th March.

**Issues**

- New Chair for the group needed.