

**Harrow Agenda 21 Environmental Forum  
Minutes of the Executive Committee Meeting  
Committee Room 5, Civic Centre, Harrow  
12 May 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
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	No
Madan Badale	MB	Harrow Council for Racial Equality	No

**1. Welcome and Apologies**

- 1.1 It was acknowledged that the lack of councillors was due to the aftermath of the local elections, which had resulted in a change of administration. New appointments to the EC had not yet been made. Nevertheless, apologies had been received from Marilyn Ashton, Phil O'Dell and Yogesh Teli, as well as MR.

**2. Agenda Review**

- 2.1 CW elicited intentions to bring up three items under Any Other Business. All were happy with the planned agenda order.

**3. Chair's Report**

- 3.1 CW had been unable to make a written report available. Sixteen members from long-standing to new had attended "The Way Forward" facilitated session on 24 March. The facilitator's report had been circulated to trustees and a summary had appeared in the *In Contact* newsletter. The evening's format had deviated only slightly from the plan. It had been successful in bringing recognition and closure to past achievements. Existing mainstream topics had dominated and no radically new directions had emerged. Greener Harrow's David Summers' had since impressed on LR the importance of quickly taking forward the results.
- 3.2 CW found it difficult to take the lead now that she was soon due to step down from the EC. It was decided that any new three year action plan should not be based on the format of the previous ten year plan, which would now be less appropriate than ever. The new plan must make sure HA21 was not distracted from core sustainability issues. PG saw a need for a concise list of issues of interest to appear in the local paper.

- 3.3 MO and MC cited lack of manpower and under-motivation as the main obstacles to progress. CW agreed that HA21 was below critical mass in human resources. Much would depend on the EC members elected at the forthcoming AGM.
- 3.4 MC was keen to steer volunteers into identified projects, as had happened with new member Alan Booth who was helping to edit the Waste Group's film. Potential volunteer Manish Neupane had not responded to CW's telephone message, prompted at the last meeting. MC would try to contact him and also hoped to involve new member Kate Upton in a water project being envisaged for the Waste Group (see 6.1). Like Action Group chairs, MC always received new members' details from the administrator and would take responsibility for following them up. MO suggested another get-together for new members, as had been tried two years ago.

**Action Point: MC to contact new members to involve individuals in specific potential projects.**

- 3.5 The Annual Report would need to be prepared by LR before the next meeting. Photographs were needed. CW had some of the facilitated session but had not yet found those taken by Joe Hotchkiss at the Winter Social. Reports from all Action Groups were required. PG promised the end of year accounts and confirmed they would be audited as usual by Barry Hieger, who was happy to continue offering his services. MO would write a Vice Chair's Report mentioning Daniel McKeon's achievements and covering something on transport with the Heathrow runway walk, for which he would be able to provide pictures.

**Action Point: PG, CW, MO and MR to provide Annual Report content to LR by 12 June.**

- 3.6 Advice had been received that the council grant would this year be given in two instalments. The first had already appeared in the bank account; the second would come in October. CW warned that expenditure would be more vigorously monitored. A mid-year monitoring form would be expected. It would be more difficult to qualify for a grant for next year.
- 3.7 MO proposed writing to all outgoing councillor EC appointees thanking them for their contributions and inviting them to join HA21 as individual members where appropriate or even to be nominated as trustees. All were in favour.

**Action Point: LR to write with thanks and encouragement to former councillor appointees once known.**

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

- 4.1 PG reported a bank balance of £6,616.20 including the £2865 first instalment of the council grant (see 3.5). Despite the considerable investment in new technology, a healthy year end balance of £3,751 had been carried over as unspent reserves from 2009-10, thanks in part to minimal expense claims. PG was herself getting to grips with a new computer at home.

## 5. AGM Preparations

- 5.1 LR confirmed that Committee Rooms 1 & 2 were booked for 28 July. Regarding nominations, PG was happy to continue as Treasurer and MO was prepared to take over as Chair, provided he had a Secretary, as well as continuing to chair the Waste Group for a further year. MC was willing to be nominated as Vice Chair. LR and CW would not be standing for re-election to the EC. MO had tried to interest Himesh Chavda in the Secretary's role. PG suggested the role could be split into two: a Minutes Secretary and someone else for other duties. There was a need to establish if MB, MJ and DL wished to remain as trustees. It was noted that MJ had now missed three consecutive meetings without apology or explanation, which situation was covered in the constitution. An appeal for new trustees would go into the next *In Contact* newsletter, planned to be sent out with the AGM notice and nomination forms on 05 July.

**Action Point: LR to speak to Himesh Chavda about Secretary's duties, and find out if MB, MJ and DL seek re-election.**

- 5.2 Discussion took place about whether a speaker should be invited to give a talk after the AGM as usual or whether to show a film. PG asked about the Waste Group's video but MC could not guarantee it would be ready in time. *Dirty Oil*, suggested by MO, and other films being considered by the Consumer group would probably be too long. LR wondered if John Palmer could be persuaded to speak about projects at the North West London Hospitals NHS Trust where his new role was Sustainability Manager. CW hoped that the Waste Group would be able to put something together and arrangements finalised during Monday work sessions at the office.

**Action Points: MC to investigate possibilities of obtaining video from West London Waste or using raw footage from Viridor, Bywaters or other waste facilities, for viewing at the AGM.  
LR to contact John Palmer re the alternative possibility of a talk.**

## 6. Action Group Reports

### Waste Management and Recycling

- 6.1 MO's report (attached) mentioned the potential focus on waste implications of hard water (see 3.4). The facilitated session had identified water efficiency as an issue to take forward. With regard to the planned food leftovers competition, the details would be finalised by the group and discussed in the office. The date of the group's visit to West London Composting at Harefield had now been fixed for 05 August.

### Consumer

- 6.2 The report from SK (attached) had been circulated. PG queried whether the gardening tools from the group's former allotment had been collected by the Travellers' project as requested via the Education Group.

**Action Point: LR to find out from MR re collection of allotment tools by the Travellers' project.**

Education

- 6.3 Following MR's report (attached), MO was able to confirm he had attended the group's Stanmore Common walk earlier the same day. Warden Simon Braidman had made it very interesting but the total turnout of five had been disappointing.

Planning

- 6.4 No report was given.

**7. Minutes of the Last Executive Committee Meeting of 10 March**

Accuracy

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

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

Matters Arising (if not covered above)

- 7.2 Item 3.3. No news had been heard about council officer attendance at EC meetings, and as JZ was no longer a councillor and Susan Hall no longer represented the council's majority group, no further progress was expected on this.

**8. Any Other Business**

- 8.1 LR conveyed an appeal from Eve, the administrator, for contributions to the next *In Contact* newsletter. None were planned except by MO.
- 8.2 LR drew attention to a London Low Carbon Communities Network meeting on 17 May. There was no interest in attending.
- 8.3 Regarding this year's Under One Sky festival on 27 June, MC had undertaken to invite commercial companies to join the planned Ecology Tent on behalf of the council. It was not clear if the council's Energy Team and the Energy Saving Trust would be in the tent as MC had received no reply to emails. It was understood that a key officer had left the Energy Team. LR handed MC details of the festival parade for consideration by the Waste Group. Further details of HA21's participation in the event would be discussed within the Waste Group and at Monday office sessions.

**9. The meeting closed at 9.15pm**

Next Meeting: Wednesday 07 July in Committee Room 6

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

**Progress since last EC meeting**

- Summer Newsletter: printed and into schools on 5th May. Email copy was circulated the previous week.
- Spring event – 18th March at Pinner Wood courtesy of Beverley;
- Attendees were Simon Braidman, Paper Trail; Dennis Vickers, new Harrow Biodiversity Officer; LMB Education; and Waste & Recycling Department stand with Andrew Baker. They all laid on enticing displays and resource material. Unfortunately apart from Committee, there was a very poor turn out from schools... was this due to the lack of a hard copy reminder flyer?
- Summer Term Walk 12th May - Simon Braidman volunteer warden at Stanmore Common has agreed to lead and by the time of the Exec Meeting this will have taken place
- Alexandra School: Monies have been given for a nest box and web camera, this has been erected on the side of the building and we have been receiving regular updates on the blue tit residents and their eggs. The school is highly delighted and have now initiated a response from local businesses as well as HA21 to support the ongoing environmental space (Nick White has written an article for the Summer Education Newsletter.)
- The school has also taken heed of the advice given on layout by Mick Campbell and Caroline Williams.
- With summer ahead, an environmental achievement or proposal for the yearly Ann Swaine Award of £500. Closing date 11th July, one application for details so far.

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

**Issues**

Marilyn Raymond

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

**Progress since last EC meeting**

- Filming of “What happens to Waste” in progress. DVDs obtained from Viridor, Bywaters and French sources showing operation of MRFs.
- Recycling arrangements for batteries introduced by local retailers (but Euro Directive and UK regs implementing it were in 2008 and requirements are simple – why should it take so long?)
- Bins purchased for Chuck Out Challenge and painted.
- Article on food waste and ref to competition for recipe for leftovers published in April “In Contact”.
- Chair attended Education Group meeting at Pinner Wood School. Useful chat with Three Valleys on the waste implications of hard water. Andrew Baker present in Climate Change capacity.

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

- Visit to West London Composting in August 2010 to be finalised.
- Rules for recipe competition to be developed and competition publicised.
- Chair to attend Futurescope on June 15.

**Issues**

- Chuck out challenge to form part of HA21 involvement at Under One Sky Needs support from all of HA21 – not just Waste & Recycling Group.
- Hard water – represents waste of soap, with wider implications for biodiversity. Is this an issue the Waste Group should be pursuing?
- “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?

MSO May 6, 2010

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

**Progress since last EC meeting**

- Meeting 16th March – the individuals who attended were asked to consider how to increase membership of the group and becoming the new Chair of the group. Or if they know anyone who they think would like to become Chair of the group.
- Booked meeting room for 2010 meeting dates
- A varied group of people attending the group from other groups in Harrow including Harrow & Brent Oxfam group, representatives from Harrow Churches and Harrow Friends of the Earth.
- The group agreed to develop a campaign to promote ethical consumerism in local places of worship including temples, mosques and synagogues.

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

- Members of the group will be trying to identify eco-congregations and identify places of worship to start raising awareness about fair trade.
- Fair Trade Town Status – letter campaign. Members will be asking members of the public to support the campaign and send a letter to the new Council after the election.
- We hope to screen a film. Either Food Inc or Black Gold.

**Issues**

- New Chair for the group needed.