

**Harrow Agenda 21 Environmental Forum
Minutes of the Executive Committee Meeting
Committee Room 6, Civic Centre, Harrow
12 November 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	Apols
Marilyn Raymond	MR	Education Group Chair	Apols
Mick Oliver	MO	Waste Management & Recycling Group Chair	Yes
Don Liversedge	DL	Harrow Humanist Society	No
Mick Campbell	MC	South Harrow & Roxeth Residents Association	Yes
Sarah Fahy	SF	Earth Project	Apols
Mary John	MJ	Harrow Association of Voluntary Service	Yes
Madan Badale	MB	Harrow Council for Racial Equality	Yes
Vina Mithani	VM	LBH Councillor, Kenton West Ward	Yes
Marilyn Ashton	MA	LBH Councillor, Stanmore Park Ward	No
Phil O'Dell	POD	LBH Councillor, Wealdstone Ward	Apols
Yogesh Teli	YT	LBH Councillor, Kenton West Ward	Apols

1. Welcome and Apologies

- 1.1 Apologies for absence were noted from CW, MR, POD, SF and YT.

2. Agenda Review

- 2.1 It was noted that the agenda order reflected the newly re-established Rules and Standing Orders. Everyone was happy with the agenda.

3. Chair's Report

- 3.1 SK highlighted the key points of her written report (attached). With regard to the planned network of residents' associations, representatives from the newly formed Campaign for a Better Harrow had expressed an interest in working together to recruit residents' associations into a formal network under the Planning Group for a joined up strategy. They had already begun to build contacts as a result of recent exposure in local papers. MB suggested that residents' associations could form a separate action group that need not be restricted to planning issues. SK agreed that they could be expanded to cover other issues in the future.
- 3.2 SK had met with Harrow's Director of Environment Services, John Edwards. Although not yet willing to commit the council to anything, he had taken away a copy of the original 1997 Action Plan to study and had

promised to investigate the use of the online electronic Agenda 21 evaluation tool, which was accessible only with a local authority password. MB advocated inviting council Heads of Department to represent council officers at Executive Committee meetings in a non-voting capacity, so that they could give updates and praise. VM suggested asking John Edwards.

Action Point: SK to contact John Edwards about council officer attendance at Executive Committee meetings.

- 3.3 Difficulties with the website had meant that files such as the expenses claim form and the updated membership databases had not been uploaded to share. SK was awaiting a solution from the web hosts. Unfortunately the prospective volunteer webmaster volunteer had proved unable to take up the post. MB and VM suggested that Jeremy Zeid (JZ) or his son might be able to help. Meanwhile, any website content from the Action Groups should be sent to SK.

4. Treasurer's Report

- 4.1 PG reported a balance of £5926.20 in the bank. She was concerned at the lack of spending proposals from the Action Groups. MB suggested using monies to invite groups to the Community Premises for publicity. SK added that other venues such as the Beacon Centre and the Healthy Living Centre could also be used for such purposes. MB said that Action Group meetings could be held in a variety of such venues. MO pointed out that particular promotional topics would be needed for any planned events. SK reiterated that projects were needed before money could be spent.

Action Point: VM to clarify with Cllr. Paul Osborne about the best way to publicise HA21 in the Harrow People magazine.

5. Volunteer Induction Policy and Procedures

- 5.1 SK distributed a draft procedure for inducting new volunteers (attached). She had not yet sought advice from the council's grant officers on the need for Criminal Records Bureau or other checks on volunteers.
- 5.2 MB felt that the role of HA21 should be the first point in the procedure, followed by the Local Agenda 21 background. This was agreed. MO remarked that these were what attracted people in the first place, so needed already to be well known before volunteers reached induction. There was discussion about making this information available in libraries. LR pointed out that HA21 leaflets had been available in libraries for many years. SK offered to include publicity as an agenda item for the next meeting. SK would trial the new procedure on MO, as a new Action Group Chair.

Agreed: To adopt the Procedure for the Induction of New Volunteers.

Action Point: SK to contact David Gawn of Harrow Community Radio about possible on air publicity for HA21.

6. Action Plan Review

- 6.1 Neither JZ or SF had been able to scan the 1997 Action Plan to make an electronic copy of, but all trustees had received hard copies in advance and now formed three groups to spend twenty minutes discussing progress under three of its areas; Transport & Air Quality, Waste Management & Energy, and Social, Economic, Leisure & Business Group Activities. Post-it notes on flipcharts were used to record answers to questions on each indicator or target about whether or not the goals were achieved and who could help to find out and take each issue forward if considered necessary. It was recognised that this will be an ongoing exercise at future meetings or in working groups until trustees are comfortable that all parts of the original plan have been actioned or superseded.

Action Point: SK to analyse Action Plan Review responses to date before the next meeting.

7. Action Group Reports

Waste Management and Recycling

- 7.1 MO explained that the first point of his report (attached) referred to the destination of plastics for recycling after acceptance at the Materials Reclamation Facility. Plans for the Group's film project needed to be refined. Details of a Harrow meeting on 02 December to discuss West London Waste's strategy would appear in the *In Contact* newsletter. Concerning MO's letter to the Royal Mail about rubber bands discarded in the street during deliveries, SK suggested putting a letter on the website that others could download and send. MO would consider doing so after receiving the Royal Mail's response.
- 7.2 SK advised that SF had agreed to take the minutes at the next Waste Group meeting on 26 November. She was disappointed that others who had benefitted from minute-taking training had not offered to help out.

Consumer

- 7.3 SK pointed to items in her report (attached).

Education

- 7.4 In the absence of MR, SK explained that the suggestion in MR's report (attached) about Harrow running a Schools Environmental Award referred to an idea MR had put to Cllr. David Ashton to fill the gap left by the London Mayor's apparent withdrawal of support for the London wide awards. It was hoped that the council could add to the prize money of HA21's Anne Swain Youth Award to create a bigger incentive, and allocate resources to promote it. MR was awaiting a response and the Group would be discussing the proposal at its next meeting.
- 7.5 MR had made contact with the Royal Horticultural Society (RHS) and was hopeful of featuring the work of the Group on the RHS website.

Planning

- 7.6 The report (attached) had been prepared by SK in CW's absence. New volunteer Mark Brown had not yet been officially elected as Chair of the Group but was definitely still willing to take on the role.

Action Point: SK to arrange a meeting for the Group to officially appoint Mark Brown as its new Chair.

8. Minutes of the Last Executive Committee Meeting of 17 September

Accuracy

- 8.1 The minutes were proposed as a true record by MB and seconded by MO.

The minutes of the last meeting were approved.

Matters Arising

- 8.2 Item 3.1. SK had emailed both Deborah Ganley and Claire Codling for an up to date list of residents' associations as suggested by MA, but had received no response.

Action Point: SK to send chaser emails to Deborah Ganley and Claire Codling and copy to MA.

- 8.3 Item 3.3. Apart from SK, only LR had attended the council's One-4-One event to attract volunteers. MB apologised for being unable to make it.
- 8.4 Item 7.3. SK had emailed David Summers, Julian Maw and Brian Kerbey about attending Planning Group meetings. BK had replied that he was happy to do so. The others were still away. Anthony Wood of the Harrow Public Transport Users Association (HPTUA) had also been away but was willing to meet up on his return, which MO anticipated would be before the next scheduled HPTUA meeting on 19 November.
- 8.5 Item 8.2. CW had told SK that she was happy for the Planning Group to take on the Energy remit for HA21.

9. Any Other Business

- 9.1 MO asked whether or not Harrow Council was to endorse the United Nations' Earth Charter. SK said that this was to be discussed at the next meeting.
- 9.2 In order to produce the Events Calendar for 2009, action groups were asked to identify any dates of interest.

Action Point: SK to email a draft 2009 Events Calendar for group chairs to add to and choose dates for activities.

9.3 As it was expected that people would be too busy before Christmas, it was agreed that the winter social event be postponed until the New Year. LR said that POD had asked about a Christmas get-together.

Action Point: LR to suggest to POD that he arrange an informal meet in a local pub or similar if he was able to, which could be publicised in the newsletter.

10. The meeting closed at 9.30pm

Next Meeting: Wednesday 21st January 2008 in Committee Room 6

**Harrow Agenda 21 Executive Committee Meeting
Chair's Report
12th November 2008**

Progress since last EC meeting

- Continued meeting with Residents' Association to develop of a Residents' Associations Network in Harrow.
- Meet with John Edwards to request help evaluating Local Agenda 21 in Harrow and action plan review.
- Developing induction and training process for new volunteers
- Registered HA21 on LBH One 4 One volunteering programme

Work to be done before the next EC meeting

- Work with trustees and members on action plan review.
- Work with PG to forecast grant spending for 2008/09 will be presented to next EC.
- Work with Action Group Chairs to use the HA21 emails

Issues

- Website difficulties have impacted on uploading website content – volunteer needed to help with maintaining website



HARROW AGENDA 21 ENVIRONMENTAL FORUM

Community Premises
 27 Northolt Road
 South Harrow
 HA2 0LH
info@harrowagenda21.org
www.harrowagenda21.org
 020 8933 0188

DRAFT Procedure / Induction for New Volunteers / Members

Who's Who in HA21?	- Organisation chart & Who's Who page <i>from membership pack</i>
LA21 background/Sustainable Development	- Handout
Role of HA21	- Success stories / schemes
Links with other organisations	- Handout
Why are volunteers needed?	- How could you help? <i>from membership pack</i>
Role of volunteer) - Action groups/current projects
) - Publicity/IT/Fundraising
Where you fit in with your skills) - Behind the scenes
Time commitment of volunteer	
Fill in membership form	- Handout
Skill's audit	- Handout
Initial interview/chat	
CRB check	
Data Protection Agreement	
Code of Conduct	- Handout
Role Description	
Changes in role as appropriate	
Appropriate training to develop their role	
Support/supervision/how's it going?	
Opportunities to attend conferences/lectures/events	
Newsletters	- "In Contact"/Schools Newsletter

**Harrow Agenda 21 Executive Committee Meeting
Waste Management & Recycling Group Report
12th November 2008**

Progress since last EC meeting

- Comments submitted on draft Harrow Waste Management Strategy, and recycling of plastics being investigated with other parties.
- AB's response on Waste topics raised at Greener Harrow circulated to group.

Work to be done before the next EC meeting

- Members of group with interests in energy to take part in Planning Group.
- Visit to Frog Island (Havering mechanical/biological treatment plant) for Councillors and group to be arranged (retained from last report).
- Development of projects – production of film/DVD – waste sorting and what happens next? (at waste treatment plant) – requires further discussion in group.
- Comment on West London Waste Strategy and attend Harrow meeting on 2.12.08. (? Position on Mayor of London's Waste Strategy)

Issues

- Project – develop time capsule on how waste behaves in the ground - possible interest to Education group.
- Waste group has no secretary – suggestions?
- Red rubber bands – letter to Royal Mail.
- Batteries – watch progress of Consultative Document to support recent regs/Directive, and response of local distributors.

MSO 4.11.08.

**Harrow Agenda 21 Executive Committee Meeting
Consumer Action Group
12th November 2008**

Progress since last EC meeting

- Working with HARA and groups interested in building on the success of the Fair Trade Food Festival

Work to be done before the next EC meeting

- Meet with Harrow in Leaf to discuss Allotment Strategy
- Organise activity for Buy Nothing Day 2008

Issues

- Coordinator volunteer required for community allotment project.
- New Chair of Consumer Group needed.

**Harrow Agenda 21 Executive Committee Meeting
Education Group Report
12th November 2008**

Progress since last EC meeting

- A mutually useful meeting with Mick Oliver
- Oil pastels donated as a thank you to Three Valley's Water
- Committee Meeting Thursday 2nd October 4.15pm at Vaughan School,
 - Presented Harrow follow up awards to LSEA winning schools.
 - Reviewed summer meeting
 - Arranged next Open Meeting - 'Setting up of an Environment Club' Thursday 20th November at St Teresa's F&M School, Long Elmes 4.00- 5.30pm, courtesy of Margaret Atwill (flyer circulated)
- Suggestion to Cllr David Ashton that maybe funds might be found for Harrow to run their own Schools Environment Award as the LSEA seem to have finished.

Work to be done before the next EC meeting

- Spring Edition of Newsletter out, early January
- Follow up Saeed Atlas article for Spring 09 Newsletter

Issues

- Clarify future costs to schools of recycling and bin collection
- Try to get these costs cancelled as schools not a business (given in one budget & removed by another!)
- Funding for Lunch/Afternoon Clubs

**Harrow Agenda 21 Executive Committee Meeting
Planning Action Group
12th November 2008**

Progress since last EC meeting

- Working with local Residents Associations to create Residents Associations Network.
- Space4Nature Campaign started on UN World Habitat Day 16th October although no enquiries for packs as yet more publicity is to be developed. Campaign will run for one year.
- Attend Greener Harrow and contributing to consultation process at the group.

Work to be done before the next EC meeting

- Contribute to Sustainable Building Design SPD consultation
- Continue development of Residents Associations Network and Space4Nature Campaigns

Issues

- Deborah Ganley / Claire Codling didn't respond to request for Residents Associations details