

**Harrow Agenda 21 Environmental Forum
Minutes of the Executive Committee Meeting
Committee Room 6, Civic Centre, Harrow
15 July 2009 7.00 pm**

Present:

Name	Ref	Role	Present
Sarah Kersey	SK	Chair and Consumer Group Chair	Yes
Pam Gershon	PG	Treasurer	Yes
Linda Robinson	LR	Secretary	Yes
Caroline Williams	CW	Deputy Chair and Planning Group Chair	Apols
Marilyn Raymond	MR	Education Group Chair	Apols
Mick Oliver	MO	Waste Management & Recycling Group Chair	Apols
Don Liversedge	DL	Harrow Humanist Society	No
Mick Campbell	MC	South Harrow & Roxeth Residents Association	Yes
Mary John	MJ	Harrow Association of Voluntary Service	Yes
Madan Badale	MB	Harrow Council for Racial Equality	No
Vina Mithani	VM	LBH Councillor, Kenton West Ward	Yes
Marilyn Ashton	MA	LBH Councillor, Stanmore Park Ward	Yes
Phil O'Dell	POD	LBH Councillor, Wealdstone Ward	Apols
Yogesh Teli	YT	LBH Councillor, Kenton West Ward	Yes

1. Welcome and Apologies

- 1.1 Apologies for absence had been received from CW, MO, MR and POD. POD's reserve, Jerry Miles, had not been available either. For an unknown reason, the meeting had been marked 'cancelled' on the notices in the foyer and on the meeting room door, so it was feared that DL and MB may have arrived early, been misled and left again.

2. Agenda Review

- 2.1 SK checked that everyone was happy with the agenda's items and order. It was agreed to omit Item 6 about the Volunteer Induction Procedure and instead discuss it at the first meeting after the AGM.

3. Chair's Report

- 3.1 SK expanded from her report (attached) that the new public relations volunteer, Swati Uniyal, had met up with SK, MO and MB, and subsequently with LR. It was good news that she was willing to review the Communications and Media Policy and oversee other new volunteers, once recruited, to work on the newsletter and website. Meanwhile, publicity had recently been boosted after SK had nominated LR as Trustee of the Year in the Harrow's Heroes Awards. As sponsors of the Awards, the Harrow Observer had featured an article highlighting HA21's work without any need for a press release.

- 3.2 New volunteer Himesh Chavda had attended the Waste Group meeting to take minutes, and SK had also sourced another volunteer, Charlotte Neville, who was about to start college and had responded to the call for a minute taker. LR had met up with her too and set a date to give her minute-taking tuition, which could also be shared with other interested members via the *In Contact* newsletter.
- 3.3 Following discussions with LR, SK had approached the Institute of Cultural Affairs (ICA-UK) and was awaiting its refined suggestions for facilitating the proposed brainstorming session in the autumn about priorities for the way forward following the Action Plan Review. PG asked about the likely costs. SK was as yet unsure but felt sure it would be affordable and worthwhile.
- 3.4 PG asked about the prospect of a dedicated telephone line in the new office at the Community Premises. SK would need to speak to BT about installing this and was hopeful that the existing HA21 telephone number could be transferred from the cable service at CW's house, although LR had understood from CW that this was unlikely to be feasible.

4. Treasurer's Report

- 4.1 PG reported a bank balance of £9514.17, and fifteen pence in petty cash received as a donation at the Under One Sky festival.

5. Secretary's Report

- 5.1 Joanna Herring of the council's Planning Department had printed a supply of the Annual Report, which LR had been expecting to be left in the room for collection at this meeting. She speculated that the reason for their absence was the confusion over the notices inexplicably indicating that the meeting had been cancelled.
- 5.2 Due to an expected overflow from the Planning Meeting in the Council Chamber, the HA21 AGM on 22nd July had been moved from the Members' Lounge to Committee Rooms 1 & 2, which had in any case been the original request as last year.
- 5.3 LR circulated an invitation to a Community Sustainability Conference to be hosted at Elliott Hall on 29th July by Harrow Scrutiny Councillors as part of their Sustainability Review. LR expected to attend and other interested trustees should contact Ofordi Nabokei of the Overview and Scrutiny department.
- 5.4 SK thanked LR for her work as Secretary throughout the year and this was echoed by a call for thanks to PG for being Treasurer.

6. Volunteer Induction Procedure Update

- 6.1 Discussion of this item was postponed until the next meeting after the AGM (see Item 2).

7. Action Group Reports

Waste Management and Recycling

- 7.1 MO's report (attached) was read in his absence. LR and MC reported that the Chuck Out Challenge bin game had once again worked well at the Under One Sky festival. LR had received a letter from Brendon Hills, newly appointed Corporate Director for Community and Environment, thanking HA21 for its hard work in helping to make the festival so successful. It had been planned to repeat the stall and game at the Canons Park Fun Day on 19th July, but MC advised that no approach had been made for the necessary bins to be delivered by the council, so he envisaged the stall would simply have information leaflets.

Action Point: SK to request bins from Andrew Baker, Waste Management Policy Officer, for the Chuck Out Challenge at Canons Park Fun Day and advise Daniel and Beverley McKeon of the plans.

- 7.2 Although the new minute-taker had attended and taken part in the last meeting (see 3.2), the minutes had not yet been circulated to group members.

Consumer

- 7.3 As indicated in her report (attached) SK was now involving Harrow representatives of Traidcraft in the group as well as Oxfam.
- 7.4 Despite the previous disappointing response from Mike Howes, Service Manager for Policy & Partnerships, MA had been assured by Council Leader David Ashton that the reformation of the borough's Fair Trade Steering Group was definitely now in hand.
- 7.5 MA identified a role for the Consumer Group in encouraging supermarkets to minimise packaging. SK would ensure this reached the group's agenda.
- 7.6 LR had received disturbing reports from a member that posters and publicity for the new monthly Duck Pond Market at Headstone Manor were being banned by the Harrow Council, although it was being actively promoted on the council's website. It was felt the market should be encouraged, especially in the light of the recent demise of Pinner Farmers' Market.

Action Point: SK to ask Linzi Clark, Tourism Officer, about the council's support for the Duck Pond Market.

- 7.7 SK drew attention to the screening of 'Age of Stupid' by Trinity Church on 24th July, as mentioned in her report.

Education

- 7.8 MR had advised there was nothing further to report. Members had not received further information from MR about the Cragrats programme.

Planning

- 7.9 No written report had been received from CW. LR had been forwarding to her a number of invitations and consultations about planning matters, such as a Friends of the Earth Planning Act workshop and a London Civic Forum Equalities and Sustainability in London Planning event. In addition to herself and CW, LR had had some success in getting other members to attend with a view to getting them more involved with the Planning Group and electing its new Chair. CW, LR and MO had also met with Jane Galbraith of the Campaign for a Better Harrow Environment with the same aim. SK was keen to see the group reconvened and focused as a matter of urgency after the AGM.
- 7.10 One of the council's consultations sent to CW was about its Draft Planning Obligations Supplementary Planning Document (SPD). MA indicated that it was less important for HA21 to comment on this SPD than others because it was more about developers' social and community responsibilities than physical aspects of planning. LR felt the social implications fell well within HA21's new constitutional object.

8. Minutes of the Last Executive Committee Meeting of 20 May

Accuracy

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

The minutes of the last meeting were approved.

Matters Arising (if not covered above)

- 8.2 Item 3.2. VM had had no joy in following up John Edwards, Director of Environment Services, to request council officer presence at Executive Committee meetings. MA suggested that an approach via Brendon Hills might be more productive.

Action Point: MA to contact Brendon Hills requesting officer input to the EC.

- 8.3 Item 11.1. CW had provided the requested city farm details to MR and SK. MC was keen to take the project forward with Harrow School Farm.

Action Point: SK to email Harrow on the Hill ward Cllrs. Kinnear, Bilson and Versallion about the Harrow School Farm proposals.

- 8.4 Item 11.3. Use of the National Accounts of Wellbeing could be considered at the forthcoming facilitated brainstorming session.

9. Any Other Business

- 9.1 PG brought up an issue regarding a poorly positioned bus lane in Kenton Road. As the council had no control over bus lanes, MA and SK advised taking the matter up with Transport for London.
- 9.2 MO had told LR of his difficulty in attending meetings on the third Wednesday of the month. MA often could not attend on the first or second Wednesdays because of clashes with planning meetings. It was agreed to vary next year's EC meeting dates between Wednesdays in different weeks of each month.
- 9.3 MA and VM gave advance apologies for being unable to attend the AGM.

10. The meeting closed at 8.25pm

Next Meeting: Wednesday 23rd September in Committee Room 6

**Harrow Agenda 21 Executive Committee Meeting
Chair's Report
15th July 2009**

Progress since last EC meeting

- Worked with CW on Trustee job descriptions and have submitted them to national volunteering website do-it.org.uk
- Met new volunteer with MO and MB. New volunteer has agreed to be HA21's publicity officer and has agreed that she would be happy to manage a newsletter editor and website update volunteer, once recruited. We will be reconvening the Communication Working Group and review the Communication Policy.
- Worked on induction and training process for new volunteers.
- Website volunteer and newsletter editor volunteer posts advertisements registered on do-it.org.uk
- Worked with LR to identify with professional facilitator for the brainstorming event in September. ICA-UK have been asked to provide a quote and brief for the event (this should be available at the EC meeting we hope).
- Recruited new volunteer minute taker.

Work to be done before the next EC meeting

- Liaise with new Chair for hand over

Issues

- Website issues have continued – due to lack of time I have not been able to spend much time to solve these problems. Having a designated person for this role will improve this situation.

**Harrow Agenda 21 Executive Committee Meeting
Waste Management & Recycling Group Report
15th July 2009**

Progress since last EC meeting

- Chair attended Futuresource exhibition at ExCel, including visit to Bywaters MRF (dvd being circulated round group), and conference by WRAP “The future of mixed plastics”.
- Royal Mail rubber bands - continuing to monitor Keep Britain Tidy’s campaign.
- Time capsule project – 3 trays delivered to Nower Hill and trial in progress. (Illustrated in Daniel McKeon’s article in Harrow Observer 18 June.)
- Daniel selected as one of 22 members of Our Planet, Our Say/Generation Green – see <http://news.bbc.co.uk/cbbcnews/hi/club/default.stm> - and has visited Closed Loop recycling as part of this work.
- Chuck-out Challenge recycling and energy stall at Under One Sky and Canons Park Fun Day.
- Possible invitation to Nower Hill Citizenship Day for year 10 in December.

Work to be done before the next EC meeting

- Members of Group with interests in energy intend to join in work of Planning Group (retained from previous reports).
- Visits to Frog Island and Greenstar still to be arranged (retained from last report).
- Visit to Closed Loop recycling in Dagenham for group under investigation.
- Harrow Cine & Video Group to be invited to September meeting to consider possible projects.

Issues

- Waste Group has no permanent secretary – suggestions?
- Batteries – second consultation on regs has taken place and suppliers/retailers’ obligation to take back used batteries to be implemented from 1 January 2010.

MSO 01 July 09

**Harrow Agenda 21 Executive Committee Meeting
Consumer Action Group
15th July 2009**

Progress since last EC meeting

- Group meeting took place in July with the members of the Harrow Oxfam Campaign group. A core group of 5 continues with a number of apologies but we are hopeful that the group will grow.
- Cinema night for June Sustainability Weeks has been postponed until the end of August. We are publicising to members 'Age of Stupid' which is being shown at Trinity Church, Harrow on the 24th July 7.30pm.
- Shared Oxfam / HA21 Consumer Group stall at Roxeth Show.
- Continued to lobby Harrow Council to restart Fair Trade Borough Status Steering Group. Sent a letter to Harrow Times to urge local residents and local groups interested in Fair Trade to write / email Cllr David Ashton to ask for support to restart the group.
- Invited Chamber of Commerce to send a representative to the Consumer Group meeting.
- Invited Traidcraft local representatives to the Consumer Group meeting.

Work to be done before the next EC meeting

- Create publicity of Consumer Group meetings locally
- Update the HA21 website Consumer Group pages

Issues