

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

**Present:**

<b>Name</b>	<b>Ref</b>	<b>Role</b>	<b>Present</b>
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	Yes
Mick Campbell	MC	South Harrow & Roxeth Residents Association	Apols
Sarah Fahy	SF	Earth Project	Yes
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	Apols
Marilyn Ashton	MA	LBH Councillor, Stanmore Park Ward	Yes
Phil O'Dell	POD	LBH Councillor, Wealdstone Ward	Yes
Yogesh Teli	YT	LBH Councillor, Kenton West Ward	Apols
Joyce Nickolay	JZ	LBH Councillor, Rayners Lane Ward (Reserve)	Yes

**1. Welcome and Apologies**

- 1.1 Apologies for absence were noted from CW, MC, MR, VM and YT. JN was attending as a reserve councillor for VM.

**2. Minutes of the Last Executive Committee Meeting of 09 July**

Accuracy

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

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

Matters Arising

- 2.2 Item 2.2. The proposed amendment to the constitution had been unanimously supported at the AGM and LR had since received confirmation from the Charity Commission that the object had been officially updated.
- 2.3 Item 6.2. SK had emailed John Edwards about the electronic tool for assessing local authorities' Agenda 21 performance.

- 2.4 Item 7.1. No arrangements had been made for a barbecue and it was acknowledged that any such social event might need to be deferred until later in the year.

### 3. Chair's Report

- 3.1 Referring to her report (attached) SK expected the development of a network of residents' associations to build on the previous invitations sent to all those for which contact details were known. She and CW were hoping to use the network to form localised grass roots consultation groups. MA suggested obtaining more associations' current details from council officers Deborah Ganley and Claire Codling.

**Action Point: SK to ask Deborah Ganley or Claire Codling for an up to date residents' association contact list.**

- 3.2 Five new volunteers had offered to become involved including one who could improve and manage the membership database. MB expressed concerns about data protection law in relation to volunteers accessing members' personal details. LR gave assurances that no special legal checks were required as the Data Protection Act was in any case binding on everyone. It would only be necessary to ensure that all volunteers were aware of it. MJ considered it would be worthwhile to make checks anyway. JN recommended asking the council's grants officers for advice on Criminal Records Bureau checks and data protection requirements.

**Action Point: SK to ascertain the need for checks on volunteers.**

- 3.3 SK sought trustees' help to induct new volunteers in a more formalised way as part of an ongoing process. MB would be available in the evenings and MJ could also help during the daytime. SK appealed for members to man HA21's stall at the council's One-4-One staff volunteering scheme showcase on 13 October between 12 and 4 o'clock. Both MB and MJ offered to attend and LR could get there after the Community Premises session finished. POD pointed to the need to provide volunteers with HA21's policies and code of conduct.

**Action Points: SK to ask Eve, the administrator, to email previous volunteers for assistance at the One-4-One event.**

**SK to prepare a draft volunteer induction document for consideration at the next meeting.**

- 3.4 Tony O'Hara, the Community Premises Manager, had been optimistic that HA21's current level of usage would qualify it for a dedicated desk when the allocations were reviewed. JN confirmed that the monitoring would probably be discussed at the November meeting of the Grants Panel but might not be approved until the following Grants Panel meeting. MB asked and was told about the methods used at the Community Premises for logging communications including telephone enquiries. SK would be attending a Community Premises User Group meeting on 18 September.

- 3.5 At the AGM, a suggested increase in the level of the Anne Swain Youth Award had received support. POD clarified that HA21 now gave only one annual award of £200, whereas the London School Environmental Awards offered a larger amount in each borough. MB introduced the idea of approaching local businesses for sponsorship towards the cost of the prize. LR mentioned that MR was already approaching various bodies to donate goods to use as incentives for the Education Group. PG had received details from MR about *Rocket Gardens*, which she was proposing to give as prizes. There was discussion about the appropriate level of increase of the Anne Swain Award.

**Agreed: The Anne Swain Youth Award annual prize to be increased to £500.**

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

- 4.1 PG reported a bank balance of £6202.22, including £200 representing a cheque which had not been debited due to a bank error. The auditor would make adjustments for this at the end of the year. All the petty cash had been spent. If everyone was happy to have their expenses paid by cheque, PG proposed keeping no petty cash in future.

**Agreed: Petty cash box to remain empty at the Community Premises until further notice.**

- 4.2 PG reminded Action Group chairs to submit spending proposals with costings for their chosen projects. SK drew attention to a Planning Group initiative, *Space for Nature*, which would need money and patio containers such as redundant green recycling boxes. Although the council had none left, JN suggested appealing for them in the newsletter or by leafleting residents. MO would be proposing a budget for the Waste Group's planned video project. JN said that unused funds could be viewed by the Grants Panel as the building up of a reserves policy.
- 4.3 SK was expecting to share proceeds of £150 from the joint Consumer Group Fair Trade Food Festival with CARRAMEA in July, which had not been expected to make a surplus.
- 4.4 SK was in the process of preparing and submitting the application for next year's council grant.

#### **5. Secretary's Report**

- 5.1 LR referred to HA21's Rules and Standing Orders (attached), adopted in 2001 and only just rediscovered. They allowed for appointment of the Deputy Chair, Secretary and Treasurer at the first Executive Committee meeting after the AGM. It was duly agreed to reappoint CW as Deputy Chair, LR as Secretary and PG as Treasurer.

- 5.2 LR asked whether trustees were happy to reaffirm the existing Rules and Standing Orders or wished to make any changes, as some of the procedures were not being adhered to, such as despatching meeting notices and agendas at least seven days in advance. JN and MJ expressed a preference for such early notice and all agreed to stick with this. There was discussion about the fixed agenda order, with Matters Arising at the end before Any Other Business. Although many found this strange, MO and LR had seen this order used before to minimise early discussion under Matters Arising. MO pointed out that the rules referred to the order as 'normal', and could therefore still be flexible. It was not felt necessary to change the Rules and Standing Orders. LR would trial introducing Matters Arising towards the end of the agenda.

**Agreed: Original Rules and Standing Orders to be retained.**

- 5.3 At the AGM, a further constitutional change had been suggested in order to enable any future proposed constitutional changes to be notified by email where possible, avoiding the need to send postal notice. As no further alterations were otherwise expected, this was not considered worthwhile.

## **6. Action Plan Review**

- 6.1 SK reported that ,due to computer problems, Jeremy Zeid (JZ) had been unable to scan the original Action Plan.as promised and burn it onto a CD. He was still planning to do so. If he could not, SF offered to scan it. Alternatively, it could be copied and sent in the post. MJ sought and received clarification that trustees would be expected to comment on HA21's performance against the promised achievements.

**Action Point: SK to ask JZ to circulate the original Action Plan as soon as possible for discussion at the next meeting.**

## **7. Future of the Transport and Air Pollution Group**

- 7.1 MO recalled that the Group had once been chaired by Anthony Wood (AW), who still headed the Harrow Public Transport Users Association (HPTUA). MO outlined recent activities of the Group and its involvement with the council's Transport Plan Officer and School Travel Plan Officer. Attendance at recent meetings had dropped to four or less, including MO and DS, both of whom had other groups to chair. Longstanding members Brian Kerbey (BK) and Alan Blann were set to stand down from the Group. Because of such limited input, at the Group's last meeting it had been agreed that the Group should be adjourned indefinitely.
- 7.2 SK suggested arranging a meeting with AW to discuss ways to rejuvenate the Group. MB was willing to attend such a meeting. He praised AW and BK for their past good work, saying that other bodiess such as the Harrow Partnership with Older People had since formed their own transport groups. SK envisaged getting such groups to join HA21 and come together. DL pointed out that, while HPTUA was to be congratulated for its achievements, its remit was narrower than the TAP Group's, which also covered other issues such as cars, car clubs, cycling and pedestrians.

- 7.3 MA raised the interconnected planning aspects of transport issues, such as expectations of reduced parking facilities. However, the council's planning process had little influence over transport infrastructure which was impacted by the policies of the London Plan and Transport for London. MO saw that planning decisions in times past were responsible for today's transport infrastructure. PG wondered if the TAP Group could be amalgamated with the Planning Group. MA supported a temporary link between the two groups and resurrecting TAP as a separate group later.

**Agreed: To merge the TAP Group with the Planning Group by having a standing Transport item on the Planning Group agenda.**

**Action Points: SK to ask TAP Group members to attend Planning Group meetings.**

**SK and MB to arrange a meeting with HPTUA's Anthony Wood before its AGM on 29 September.**

## **8. Action Group Reports**

### Waste Management and Recycling

- 8.1 From his report (attached) MO emphasised the lack of positive publicity about Harrow's exemplary recycling rate. SK offered to publicise it through HA21 material and displays on stalls, as HA21 could rightly claim some credit for the success.
- 8.2 In the same way that the Planning Group were being asked to incorporate transport issues, the Waste Group had previously taken on a remit for energy matters with which it was not entirely comfortable.

**Action Point: SK to ask CW if the Planning Group would be willing to take on responsibility for Energy.**

- 8.3 As there was also an overlap between the Waste Group and the Education Group, it was felt advisable for MR and MO to arrange regular meetings.
- 8.4 The Group was still in need of a minute taker.

**Action Point: SK to contact certain members who had received minute taking training and see if any of them could take Waste Group minutes.**

### Consumer

- 8.5 SK ran through her report (attached), highlighting the success of the Fair Trade Festival. A number of new members had been attracted at the event. With regard to the need for a new chair for the Group, MA stressed the importance of finding someone who understood the many complex issues, for example about organics and food miles.

### Education

- 8.6 Referring to an issue in MR's report (attached), SK believed that schools' costs for collection of recyclables were set to be reduced. POD said schools felt recyclables should be collected free of charge. MO had discussed the matter in the Waste Group and expected it to be raised again.

**Action Point: SK to ask MR to clarify future school charges directly with Andrew Baker, Waste Management Policy Officer.**

### Planning

- 8.7 No written report had been received from CW. SK stated that a member, Mark Brown, had expressed an interest in taking over the chairmanship of the Group. MA was keen to meet with him. CW planned to continue as Deputy Chair of HA21.

**Action Point: CW to invite the Group to officially appoint Mark Brown as its new Chair.**

- 8.8 CW and SK had formulated and submitted HA21's response to the Local Development Framework Core Strategy consultation.

## **9. Any Other Business**

- 9.1 MO drew attention to a series of plays in honour of Rachel Carson. No suitable venues had been secured in Harrow, but performances were taking place in Croydon, Oxford, Henley and Witney, which members might like to see. SK recommended putting details in the newsletter and hiring a minibus if there was enough interest.

## **10. The meeting closed at 9.05pm**

Next Meeting: Wednesday 12<sup>th</sup> November in Committee Room 6

# Rules & Standing Orders

As provided in the Constitution (clause 5.3(a)) “The EC shall make such rules, standing orders and terms of reference as may be required for the orderly conduct of its business.”

## A RULES

1. **Quorum:** The quorum for EC meetings shall be one quarter of the current EC members provided that Councillors appointed under clause 5.2(c) of the Constitution shall not be in a majority.
2. Chairpersons of action groups entitled to be EC members under clause 5.2(b) of the Constitution shall be elected annually by a duly convened meeting of each action group, preferably in advance of the Forum’s AGM.

If an action group fails to hold a duly convened meeting for 12 months, its chairperson’s term of office shall automatically expire and he or she shall thereupon cease to be a member of the EC.

3. **Additions or Amendments** to these Rules may be adopted by a simple majority after 14 days prior notice in writing but for this purpose the quorum shall be one half of the current EC members.

## B STANDING ORDERS

1. **At its first meeting after the AGM the EC** shall consider (in accordance with clauses 5.3(d) (e) & (f) of the Constitution):

- Appointing a Deputy Chairperson, Secretary and Treasurer;
- Co-opting up to 4 non-voting members;
- Filling any vacancy among elected EC members.

At that first meeting the EC shall also consider appointments to its sub-committees.

For the avoidance of doubt, the EC may also consider any of these matters at any subsequent meeting as necessary or appropriate.

2. **Notice of Meeting** with an agenda shall normally be despatched to EC members at least 7 days before the meeting. Other papers will be circulated as soon as possible.
3. **Chair:** The Chairperson of the Forum shall chair EC meetings if present. Otherwise the Deputy Chairperson shall take the chair. If neither of these persons is present within 10 minutes of the time appointed for the meeting to begin, the members present shall choose one of their number to chair that meeting.

4. **Agenda:** Normal Order of items at EC meetings:
  - 1 Apologies for Absence
  - 2 Arrangement of Agenda
  - 3 Report on Chairman's Actions (if any)
  - 4 Secretary's Report
  - 5 Treasurer's Report
  - 6 Sub-Committee Reports
  - 7 Action Group & Working Party Reports (if any)
  - 8 Major topics for discussion and resolution
  - 9 Motions submitted (if any)
  - 10 Minutes of Previous Meeting (date)
  - 11 Matters Arising
  - 12 Any Other Business
  - 13 Date of Next Meeting

Extra items may be added to the agenda by any EC member with the Chairperson's permission (which will not normally be refused).

5. **Council Officers** may attend EC meetings in an advisory and non-voting capacity.
6. **EC Meetings shall end** 2 hours after they begin.
7. **A Standing Order** may be suspended for a specified purpose by a simple majority of EC members present.
8. **Additions or Amendments** to these Standing Orders may be made by a simple majority of EC members present but only after 10 days prior notice in writing of the proposed change.

Additions or amendments may also be proposed at one EC meeting and adopted by a simple majority of EC members present at the next EC meeting.

[Adopted by EC on 28 November 2001]

**Harrow Agenda 21 Executive Committee Meeting  
Chair's Report  
17<sup>th</sup> September 2008**

**Progress since last EC meeting**

- Worked with CW to plan development of a Residents' Associations Network in Harrow.
- Emailed John Edwards to start Local Agenda 21 evaluation and action plan review.
- Welcomed and started induction for 5 new volunteers – 4 people responding to the events organiser vacancy advert. 1 person volunteering to manage membership database.

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

- Work with trustees and members on action plan review.
- Create new volunteer roles to be advertised.
- Work with PG to forecast grant spending for 2008/09 will be presented to next EC.

**Issues**

- A process for inducting new volunteers needs to be formalised and a number of members including trustees should be involved in this.

**Harrow Agenda 21 Executive Committee Meeting**  
**Education Group**  
**17<sup>th</sup> September 2008**

We are sorry to lose not only Henricus Peters of St Johns C of E School, who has been such a dedicated member since the Groups inception, our loss will be to the gain of Tower Hamlets, but also Oliver Sterno who moves on from Nower Hill.

**Progress since last EC meeting**

- This summer has seen us judge the Harrow entries for the prestigious London Schools Environmental Awards. The awards went to Norbury School (£2000), 2nd - St Teresa's RC First & Middle School (£1000), who's Deputy Head Mrs Margaret Atwill is an HA21 member, runner up was Weald First School who claimed a water butt.
- We held an extremely rewarding teacher training event in conjunction with Three Valleys Environment Centre at Bushey; 33 teachers attended and a good number are now prepared to join our thriving group

Work to be done before the next EC meeting

- Autumn Edition of Newsletter out, wk 22nd September
- Follow up Saeed Atlas article for Spring 09 Newsletter
- Next Committee Meeting Thursday 2<sup>nd</sup> October 4.15pm at Vaughan School

**Issues**

**As Before**

- 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  
Waste Management group  
17<sup>th</sup> September 2008**

**Progress since last EC meeting**

- Change of Chair – Mick Oliver elected to replace Mick Campbell.
- Waste sorting feature at Climate Change Fair at Pinner, 23.8.08.

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

- Visit to Frog Island (Havering mechanical/biological treatment plant) for Councillors and group to be arranged.
- Development of projects – production of film/DVD – waste sorting and what happens next? (at waste treatment plant)

**Issues**

- Andrew Baker reported Harrow had second best recycling rate in London for Apr-Jun. A triumph – what publicity given to this achievement?
- Role of group on energy – MO & MC have some interest and expertise, but no other expertise in group. Is this part of our role?
- Mayor of London's Municipal Waste Strategy is due in the autumn – possibilities to comment?
- Points of interest to Education group – changes to recycling arrangements at schools – West Waste site at Harefield welcomes young visitors.
- Waste group has no secretary – suggestions?

MSO 12.9.08.

**Harrow Agenda 21 Executive Committee Meeting  
Consumer Action Group  
17<sup>th</sup> September 2008**

**Progress since last EC meeting**

- Worked with Harrow Anti Racial Alliance and Harrow Oxfam group to hold Harrow's first Fair Trade Food Festival. HARA received a small grant of £2,000 from the London Development Agency for 'Sustainable Food' promotion. Held on Saturday 26<sup>th</sup> July at the Harrow Healthy Living Centre. Approx 250 people came to the event. HA21 and Harrow Oxfam Campaign group contributed an exhibition on Fair Trade and Sustainable Food and provided guidance to HARA on sustainable produce for the event also secured produce donations from Fair Trade wholesalers. Groups / individuals interested in restarting the Fair Trade borough steering group are invited to join the Consumer Group meetings.
- Attending Newton Park Farm Environment Centre steering group

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

- Post-festival networking with HARA and groups interested in building on the success of the Fair Trade Food Festival – including Harrow Council.
- Meet with Harrow in Leaf to discuss Allotment Strategy

**Issues**

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