

**Harrow Agenda 21**  
**Minutes of the Executive Meeting**  
**Committee Room 5, Harrow Civic Centre, Station Road, Harrow, HA1 2UZ**  
**17<sup>th</sup> November 2010, 19:00**

Name	Ref	Role	Present
Mick Oliver	MO	Chair	Yes
Himesh Chavda	HC	Secretary, minute taker	Yes
Cllr Phil O'Dell	POD	Deputy Leader, Harrow Council LBH Councillor, Wealdstone Ward	Yes
Mick Campbell	MC	South Harrow & Roxeth Residents' Association	Yes
Marion Garner-Patel	MGP	Kingsfield Estate Residents Action Group; Chair, Planning Action Group	Yes
Pam Gershon	PG	Treasurer	Apologies
Cllr Sachin Shah	SS	LBH Councillor, Queensbury Ward	Yes
Marilyn Raymond	MR	Chair, Education Group	Yes
Mary John	MJ	Trustee	Yes
Cllr Bill Phillips	BP	LBH Councillor, Greenhill Ward	Yes
Don Liversedge	DL	Harrow Humanist Society	Apologies
Cllr Ramji Chauhan	RC	Councillor, Harrow Weald Ward	Apologies
Shivakuru Selvathurai	SS		

**1. Welcome and Apologies**

1.1 Apologies for absence had been received from BP, DL and RC.

**2. Agenda Review**

Proposed agenda accepted

**3. Chair's report**

3.1 MO read through the Chair's Report attached below.

3.2 The definition of "Big Society" was discussed following MO's attendance at the Gov-Today seminar. More information on the Big Society can be found at the following links:

- <http://www.govtoday.co.uk/Events/Sustainable-Communities-10-Building-the-Big-Society/sustainable-communities-10-programme.html>
- <http://www.govtoday.co.uk/Communities-and-Local-Government/Sustainable-Communities/prime-minister-launches-big-society-awards.html>
- <http://www.number10.gov.uk/news/speeches-and-transcripts/2010/07/big-society-speech-53572>
- <http://www.number10.gov.uk/news/latest-news/2010/05/big-society-50248>

3.3 MO confirmed that the Ethical Consumer Group meeting proposed on November 9 could not be held as both MO and MC had other engagements and would need to be rescheduled.

3.4 MO explained the purpose of the Ethical Consumer Group. i.e. there is a lot consumers can do to consume in a green manner and by doing this they apply pressure to the London Borough of Harrow to do the same in its own operations, and support it in its efforts to become a "fair trade" borough – i.e. consume and promote fair trade products.

- 3.5 Brent Association for Voluntary Actions (BRAVA) are having a conference on December 8<sup>th</sup>.

**Action Point: MO to attend this event**

**Action Point: MO to speak to John Palmer on whether the University of Westminster would be able to help with a skills he had identified (that green technology often offers the promise of a performance that is not achieved as it requires higher standards of design, installation and maintenance than the current workforce is able to give).**

The HA21 website access was discussed. MGP mentioned that there was a problem with accessing it. MO confirmed that he had experienced a message saying that he was not authorised to enter the site and there was no opportunity to enter the password. MO confirmed that Eve Swabe, HA21 Administrator, had previously asked various internet experts about the problem and it was recommended that the HA21 site be viewed though *Mozilla Firefox* rather than *Internet Explorer*.

- 3.6 POD suggested that we could look at best practice from viewing other organisations' websites. BP confirmed that the website was a "standard" site and that it had been working until recently.

**Action Point: BP to review the website and send observations to MO.**

**Action Point: MGP to speak to her son-in-law to help resolve the issue for members.**

- 3.7 HAVS health check revealed that HA21's Constitution requires it to have 2 auditors. Throughout its history HA21 had only appointed 1 auditor, and the meeting's experience was that this was the norm in other similar organisations. It was agreed that at the next AGM, we would seek to change the constitution to require only 1 auditor.

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

- 4.1 MO gave PG's report, that the current balance was £7,748.96. Payments to BT were as follows: £350.52 for telephone bills; and £105.75 for Internet.
- 4.2 It was discussed that we are correctly on an inappropriate tariff. We mainly get incoming calls and make few outgoing calls. BT has agreed to cancel the excess on the next bill. BT confirmed that the bill was high because had undertaken to reach a certain bill over the next year.

**Action Point: MO to speak to BT to change the tariff**

#### **5. Action Group reports**

##### **Waste Management and Recycling Report**

- 5.1 The Waste Management and Recycling Report was discussed – see report below.
- 5.2 MO raised the issues concerning hard water and palm oil to the Education Group newsletter and at the Waste Group meeting.
- 5.3 In summary, within hard water areas, soap causes scum. To compensate and achieve an adequate lather this, people need to use more soap. This is made from palm oil. Palm oil production causes substantial damage to the natural

environment and biodiversity

[http://en.wikipedia.org/wiki/Palm\\_oil](http://en.wikipedia.org/wiki/Palm_oil)[http://en.wikipedia.org/wiki/Palm\\_oil\\_-\\_cite\\_note-53](http://en.wikipedia.org/wiki/Palm_oil_-_cite_note-53)[http://en.wikipedia.org/wiki/Palm\\_oil\\_-\\_cite\\_note-53](http://en.wikipedia.org/wiki/Palm_oil_-_cite_note-53)

- 5.4 MO had referred the issue to Harrow's 3 MPs and reported receiving a detailed letter from DEFRA after Gareth Thomas had referred it to them. He asked RC to consult the Conservative group to explore their apparent lack of response.
- 5.5 MO mentioned that West Waste had appointed a Waste Prevention Officer, Sarah Dickinson, who would be present at the Civic Centre on November 25 from 10am – 2pm for European Week for Waste Reduction (<http://www.ewwr.eu>), with a Love Food Hate Waste stall.

***Action Point: MO to consider writing a press release regarding the time capsule experiment at Nower Hill.***

### **Consumer Group report**

- 5.6 The Consumer Group Report was discussed – see report below.

### **Education Group report**

- 5.7 The Education Report was discussed – see report below.

### **Planning Group report**

- 5.8 MGP circulated her report which is circulated with these minutes.
- 5.9 MGP had attended the meeting at Harrow and Wealdstone concerning the future of the Kodak site. One suggestion was to convert the site into a science park.
- 5.10 MGP stated that she needed better access to the HA21 website. She needs to appoint a planning group and a meeting is to be held in January. Caroline Williams had not previously had an opportunity to holding a Planning Group meeting.
- 5.11 MR mentioned that Eve Swabe has arranged a date for a new year get together on 15<sup>th</sup> January 2011. It was suggested that the Planning Group meet after that date so that they have had a chance to be acquainted.

***Action Point: MO and MGP to register interest in development in Kodak site and comment on the site.***

***Action Point: MGP to consider discussing the future development of the Kodak site at strategic level with the Local Development Framework Panel in LBH.***

***Action Point: MGP to recruit the Planning Group and hold a meeting after 15 January 2011. MGP to keep abreast of the various development with the Local Development Framework Panel.***

## **6. Minutes of meeting of 8 September 2010**

- 6.1 Page 5 minute 9.2 clarification: the questionnaire concerned the routing of buses in central Harrow when the 2-way circulation is introduced.

### **Matters Arising**

- 6.2 The constitution defines deputies for attendance at general meetings. Previously, we regularly had deputies from the Conservative group if any member of the committee could not attend an Executive meeting. The Labour group should do the same. It was also clarified that other trustees do not have the option of appointing deputies.
- 6.3 POD stated that each group receiving Councillor representation is able to decide if deputies are allowed to attend in place of a member, not Harrow Council.

**Action Point: Councillors to send a list of deputies.**

**Action Point: MO to ask Andrew Baker to provide update on WLWA procurement and planning agenda in his report to the Waste & R Group.**

**Action Point: Linda Bradford to make room booking for EC meetings in 2011.**

**Action Point: renew subscription for website builder next February, when we make a payment.**

## **7. AOB**

- 7.1 Veolia gave MR various numbers of widgets to help save water usage. EC were invited to try samples.
- 7.2 MR stated that HA21 could have a display in the Harrow Museum:  
([http://www.harrow.gov.uk/info/1017/local\\_museums/934/harrow\\_museum/1](http://www.harrow.gov.uk/info/1017/local_museums/934/harrow_museum/1))

**Action Point: MR to discuss HA21's display with person responsible for education and report to the group.**

**Action Point: MO to include appeal in the Education Group newsletter for support from anyone interested in the hard water and palm oil issue.**

**8. Meeting closed at 20:45.**

**9. Date of next meeting: Wednesday 12 January 2011, at Civic Centre, Meeting Room 6**

## **Harrow Agenda 21 Executive Committee Meeting**

### **Chair's Report**

**17th November 2010**

#### **Progress since last EC meeting**

- new trustees alerted to Constitution, Rules & Standing Orders, and Code of Conduct.
- letters of thanks sent to retiring trustees.
- CW & MCP cooperating on handover of Planning Group.
- Chair introduced to membership in *In Contact*. Letter to members drafted.
- Unable to identify candidate for Chair of Greener Harrow.
- Attended "health check" for organisation run by HAVS (see issues)
- Attended AGM of London Civic Forum.
- Attended Gov-Today seminar: Sustainable Communities - Building the Big Society.

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

- Return Monitoring Forms for 2009-10 and first half of 2010-1
- Resourcing Consumer Group.
- To seek approval for change of Standing Orders to allow "accuracy of minutes" to be considered as Agenda item 3, and retain "matters arising to remain as Agenda item 11.

#### **Issues**

- HA21 is associated with outside groups: London Civic Forum, London 21, Brent Sustainability Forum, University of Westminster, BTCV, Entrust, HPTUA, NCVO, Harrow Hill Trust, Harrow in Leaf, Campaign for a Better Harrow Environment, Kingsfield Residents Association, Greener Harrow (Harrow Strategic Partnership), Age Concern, Harrow LINKup. How should we publicise these activities/resource cooperation with them?
- Access for members/trustees to website - reports that "enter password" prompt does not appear.
- HAVS "Health check" revealed that Constitution requires 2 auditors. Established practice of HA21 (and in equivalent organisations is to appoint 1 auditor). To decide action to resolve this.

MSO November 8, 2010

## **Harrow Agenda 21 Executive Committee Meeting**

### **Waste Management & Recycling Group Report**

**17<sup>th</sup> November 2010**

#### **Progress since last EC meeting**

- Filming and editing of “What happens to Waste” continues – filming at Civic Amenity Site conducted. Completion expected Dec 2010.
- Concern over the number of plastics effectively separated and reprocessed at MRFs. Appears limited to 2 polymers, when 10 polymer codes exist. Details of BPF codes circulated to group.
- Reply from Gareth Thomas to enquiry on hard water – referred to Defra –no response from BB or NH.
- Letter to HO written on Brent’s “spy-in-the-bin” study, anticipating similar trial in Harrow (not published).

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

- Nower Hill School have lifted their 1 year Time Capsule (to examine how/whether materials have deteriorated). To be publicised in In Contact (Dec issue) and Education newsletter (spring issue).
- Waste Group to create scrapbook of press cuttings on waste – all members to bring relevant items (continuing action).

#### **Issues**

- West Waste plans for waste processing plants – to be monitored and comments made if necessary.

MSO November 8, 2010

## **Harrow Agenda 21 Executive Committee Meeting**

**Action Group Name - Education Group**

**EC Meeting Date - Wednesday 17<sup>th</sup> November 2010**

### **Progress since last EC meeting**

- **September Newsletter:** Into schools by second wk Sept
- **Autumn Event:** Committee/ Open meeting at Veolia Environment Centre, Clay Lane, Bushey on Thursday 14<sup>th</sup> October at 4.pm; 12 attendees. We spent some time investigating the advantages of raised beds (see below) and their ease of construction; then moved inside where various user-friendly expts. were laid out. Various free Water saving devices were handed out.
- **Anne Swain Award:** A £500 cheque was presented to Roxbourne Middle School Garden Club at the October Veolia meeting
- **The Earth Project:** Made contact with Gabriel Smith of Wise Works - no positive response; also Sheila Clements of the Shaw Trust – she informed that they were preparing a bid for the site to continue their valuable role. No further information.
- **Meeting with Ted Casey at Veolia:** Gave thank you gift and set up date and format of Spring Meeting, with refreshments, which will be on Thursday 24th March at 4pm – Approx 15 people.  
**Aim:** Making of mini &/or small raised bed, bird box &/or mini beast hotel – all to take away. HA21 to pay charges and participants will pay for materials used  
Veolia to provide costing ahead of time, also materials, tools, First aid(er), instructions, gloves, & goggles & risk assessment plus incentive of free plants.  
The raised beds to be completed or in sections dependant on car size.  
There is wet weather cover

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

Visit Aylward School as they wish to develop their overgrown nature area and develop its potential for Key Stages 1 & 2.

Speak to Jill Trevethan, Harrow Schools Science Advisor- re ETN Course

Produce next newsletter – Jan `11

### **Issues: NA**

Marilyn Raymond