

**Harrow Agenda 21 Environmental Forum
Minutes of the Executive Committee Meeting
Committee Room 5, Civic Centre, Harrow
20 May 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	Yes
Marilyn Raymond	MR	Education Group Chair	Yes
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	Apols
Phil O'Dell	POD	LBH Councillor, Wealdstone Ward	Yes
Yogesh Teli	YT	LBH Councillor, Kenton West Ward	Apols
Jeremy Zeid	JZ	LBH Councillor, Kenton West Ward (Reserve)	Yes

1. Welcome and Apologies

- 1.1 Apologies for absence were noted from SF, who had indicated to LR that, due to pressure of work, she would be unable to attend further EC meetings and intended to stand down at the AGM, therefore effectively resigning. SK's expression of thanks for SF's work as a committee member was supported by all.
- 1.2 Apologies had not yet been received from MA. JZ was attending as a reserve councillor for YT.

2. Agenda Review

- 2.1 SK checked that everyone was happy with the agenda's items and order.

3. Chair's Report

- 3.1 SK added to her report (attached) by explaining that a further volunteer had since been recruited, making three in total. One, Swati, had a Masters degree in public relations (see Item 6 below) and another with corporate law experience, Himesh Chavda, wanted to help arrange debates and events. More key volunteers were still being sought, including one to be responsible for the website.

- 3.2 Nothing had been heard from John Edwards about officer attendance at EC meetings. VM offered to take this up with him.

Action Point: VM to follow up request for officer input to EC.

- 3.3 As SK would be not be standing for re-election as Chair at the AGM due to work pressures, she asked members to think about how they wished to appoint a replacement. LR assumed it would be necessary to select from existing or former EC members as the role would be very hard for a new trustee. She expected that EC nomination forms sent out with AGM papers would make a specific mention of the need for a new Chair. MB commended the common practice of grooming a Deputy become the next Chair. LR pointed out that it had not been possible to use this progression route for someone new whilst the Deputy's post had been occupied by former Chair CW in order to support SK.
- 3.4 SK was willing to remain as Consumer Group Chair. MO preferred to stick to his successful leadership of the Waste Group rather than take on a larger role. LR felt her skills were being best used as Secretary, especially as no one else expressed any interest in taking over. She asked if CW would consider stepping back up into the Chair's position. CW indicated she would be willing to be nominated if no one else came forward, as she expected her current commitments soon to decrease. This would necessitate intensifying the search for a replacement Planning Group Chair, in which interest from Mark Brown had still not resulted in his appointment. All others present were happy to be re-elected to their current roles. SK put forward that, as well as being mentioned in the next *In Contact* newsletter, vacant trustee positions could be advertised on do-it.org.uk with a job description and guidance in line with any agreed outcomes of the Action Plan Review (see Item 7 below).

Action Point: SK and CW to produce guidelines for trustee posts to be posted on do-it.org.uk.

- 3.5 SK shared the welcome news that a designated desk had been allocated at the Community Premises. From 01 June this would mean a move to Room 3, which was being refurbished and would be shared with just three other organisations instead of ten, making it easier and more secure to use. MB asked about the current usage and was told of regular volunteer attendance on Mondays and meeting room bookings for the Consumer Group and other action groups.

4. Treasurer's Report

- 4.1 PG's records showed £4643.48 in the bank, not including the council grant of £5730 which had not appeared on the April statement but was expected in May. The grant confirmation had been sent to CW's home.

Action Point: CW to give council grant paperwork to PG.

5. Secretary's Report

- 5.1 LR confirmed that MA had tried to use her influence in bringing HA21's publicity attempts to the attention of the Harrow Times and the Harrow People magazine without any useful response, except that the council's Communications Unit had approved of the press releases and criticised only the quality of the photograph. SK had expectations that the new public relations volunteer could improve publicity.
- 5.2 An application for a non-selling stall at the council's Under One Sky festival on 28 June had been submitted at a cost of £29.50 to include a total of four entry wristbands. A prominent position within the Community Information Marketplace section had been requested. Community consultation group meetings had been attended by MR and Beverley McKeon. HA21's planned display would include last year's popular Chuck Out Challenge bin game and MC's revamped energy generating model. MO hoped to display a Waste Time Capsule in conjunction with other material contributed from the Education Group about projects in schools. Six trustees present volunteered to help on the stall on the day. SK would appeal for more volunteers in the newsletter. Display boards could be collected from her as required. MO confirmed that bins would be provided from Waste Management by Andrew Baker and further details about collecting waste items for the game would be discussed at the next Waste Group meeting.

**Action Points: MC to attend remaining Under One Sky community group meetings on 26 May and 23 June.
SK to book Community Premises meeting room for 17 June at 5pm to finalise plans for the stall and confirm to trustees.**

- 5.3 LR reminded action group chairs of the need to provide her with their contributions for the Annual Report. PG had produced the financial report already. Photographs would also be needed.

**Action Points: SK and MR to send photos to LR
LR to ask SF for photos of the Winter Social
Action Group Chairs to send annual reports to LR by 17 June.**

6. Public Relations & Events

- 6.1 SK explained that Swati, the new volunteer, could meet only on Saturdays. She was keen to arrange a screening of *Age of Stupid* in June, and was also interested in reviewing the HA21 website. LR reported that an expired administrator password meant the site was currently unable to be updated. This did not affect trustees accessing password protected pages, although very few admitted to using them and CW had experienced problems gaining access.

**Action Points: SK to update website administrator password
SK to arrange to meet Swati on 30 May at 10am at the Community Premises.
CW, MC, MR, LR, MB and MO to try to attend.**

7. Action Plan Review / What Next?

- 7.1 Appreciation was expressed to MO and the rest of the Working Group for the thorough review. MO had tabulated the results (see separate document) and identified gaps where actions had depended on others, especially under Social, Economic and Leisure. What to chase or take forward needed to be decided. POD sought to progress by setting new targets for future achievements. MB said successes from the original Action Plan should be celebrated in the Annual Report, but that HA21 had lacked the manpower to see through some functions which now fell instead within the remit of different subgroups of the Harrow Strategic Partnership, such as community cohesion and business development. MR felt that, with no dedicated transport group, the Education Group would not have resources to oversee work on school travel plans. JZ cautioned against taking on more than was now realistically achievable.
- 7.2 SK felt that any new targets should spring from within the action groups themselves. MB suggested that all the groups should hold a brainstorming session together after the AGM. It was agreed that all HA21 members should be invited to participate. MO advised waiting until September to avoid the holiday period. A date could be fixed at the AGM. Meanwhile, ideas could be discussed at the 30 May meeting at the Community Premises (see Item 6 above).

Action Point: SK and LR to investigate using a professional facilitator for a brainstorming session.

8. Nower Hill Citizenship Day

- 8.1 During a conversation with MO about the Waste Time Capsule project, George Nagle at Nower Hill High School had linked it to their Citizenship Day and asked MO to contact the teacher responsible, John Mason, with a view to HA21 giving a talk on the day. Despite emailing, MO had not yet received a response and the date was not known. MR said she had tried to involve John Mason with the Education Group but without success. If there was a specific invitation to take part, MO would let all trustees know.

9. Action Group Reports

Waste Management and Recycling

- 9.1 MO had co-ordinated the group's responses for the various strategy consultations mentioned in his report (attached). He would add to his distribution lists to ensure all trustees could see and comment on the group's future consultation responses.
- 9.2 The conferences attended by MO had been inspiring. The group would consider whether to become an Associate Member of plastics recycling body RECOUP. For £250 the benefits would include information and guidance on policy and regulations and the use of the RECOUP mascot suits at one event per year.

- 9.3 Royal Mail rubber bands had been collected and sent to Keep Britain Tidy's campaign.
- 9.4 In response to MO's plea for a permanent minute-taker, SK reported the welcome news that new volunteer Himesh had offered to take the group's minutes and would attend its next meeting

Consumer

- 9.5 SK summarised from her report (attached) that the group was expanding after two productive meetings had forged stronger links with Oxfam and the Co-op to promote Fair Trade. POD and Cllr. Nana Asante had attended a meeting at which Council Leader David Ashton had already given instructions to restart the borough's Fair Trade Steering Group to Mike Howes, Service Manager for Policy & Partnerships. However, Mike Howes had told LR that more pressing statutory requirements were preventing him from progressing with this. SK intended to use the planned film night to kick start more of a push for recognised Fair Trade status. JZ pointed out that some Fair Trade procurement had been implemented within the council's operations. He recognised that fairly traded goods were being affected by free trade tariff restrictions and unfair subsidies. He suggested local supermarkets could be involved. VM also suggested involving the Harrow Chamber of Commerce

Action Point: SK to invite the Chamber of Commerce to a Consumer Group meeting.

Education

- 9.6 MR was asked for more details about how the Cragrats programme mentioned in her report (attached) could be used by the group.

Action Point: MR to email Cragrats information to trustees.

- 9.7 SK confirmed that the originally donated allotment tools could be collected from her for use with the Traveller Education project.
- 9.8 As many more entries were expected this year for the Ann Swaine Award, and no prize had been awarded last year, MR proposed that in addition to the £500 first prize, additional second and third prizes of £200 and £100 be given. This was approved and could be reviewed in future years subject to finances.

Planning

- 9.9 As Acting Chair CW had been unable to commit much time or produce a written report. She had not managed to make further contact with Mark Brown. She had attended two Greener Harrow meetings, which continued to be productive. MA had confirmed that one of the group's key aims, the Sustainable Building Design Supplementary Planning Document, had been adopted by the council and would prove useful. The Sustainable Community Strategy had also been approved.

10. Minutes of the Last Executive Committee Meeting of 18 March

Accuracy

- 10.1 The minutes were proposed as a true record by POD and seconded by MB.

The minutes of the last meeting were approved.

Matters Arising (if not covered above)

- 10.2 Item 8.2. MR had been unable to source details of Barnet's free skip scheme. MO would try to find the information for the Waste Group to consider.

11. Any Other Business

- 11.1 After accompanying a very hands-on and informal school visit to Harrow School Farm, MR had learned from the farm manager that the school had considered selling the land for development due to under-use, but had instead preferred to keep it available for community use and were looking for proposals for a suitable project, possibly involving match funding from the council. It was not felt appropriate for HA21 to propose a business plan, but MJ suggested that Cllr. Eileen Kinnear could be approached and CW thought it worthwhile to talk to a city farms organisation. VM stressed health and safety considerations.

Action Point: CW to provide details of city farm organisation details to MR and SK.

- 11.2 Referring to the government's recently announced £2000 Car Scrappage incentive, JZ felt that money would more effectively reduce carbon emissions by stimulating demand for products like photovoltaic panels instead of cars. He also had reservations about plans for Smart Meters to monitor domestic energy usage, as consumers would lose control over their own power supply. SK directed him to bring the matters up with the appropriate action groups.

- 11.3 Following last year's difficulties in defining and measuring social well-being when discussing HA21's new constitutional object 2.1b, LR had come across a web tool that enabled individuals to measure their well-being against national and international indicator levels. She would include the web address - www.nationalaccountsofwellbeing.org/learn/measuring/indicators-overview.html – in the minutes.

Action Point: Trustees to consider how the National Accounts of Well-being could be used to further object 2.1b.

12. The meeting closed at 9.10pm

Next Meeting: Wednesday 15th July 2009 in Committee Room 6

AGM: Wednesday 22nd July 2009 in the Members' Lounge

**Harrow Agenda 21 Executive Committee Meeting
Chair's Report
20th May 2009**

Progress since last EC meeting

- Recruited 2 new volunteers interested in helping HA21 with PR and events.
- Follow up John Edwards regarding EC officer attendance – no response to enquiry.
- Developed induction and training process for new volunteers.

Work to be done before the next EC meeting

- Implementing volunteer induction and training process
- Website volunteer and other volunteer posts to be recruited – advertisements needed

Issues

- I will be standing down at the AGM due to time commitments so a new Chair for HA21 will need to be recruited – EC to advise as to recruitment process.

**Harrow Agenda 21 Executive Committee Meeting
Waste Management & Recycling Group Report
20th May 2009**

Progress since last EC meeting

- Comments made from Group on West London Waste Plan (closed 3.4.09)
- on Waste section and clauses of Harrow Climate Change Strategy (closed 15.5.09), and on
- Harrow Waste Management Strategy (closed 15.5.09)
- Chair attended conferences by FOE “Taking out the Rubbish”, and RECOUP “Domestic mixed plastic packaging recycling”.
- Royal Mail rubber band article published in In Contact – included late amendment to cover Keep Britain Tidy’s campaign.
- Time capsule project – Nower Hill are interested in conducting experiment, and possibilities of filming being investigated.

Work to be done before the next EC meeting

- Waste Group to run recycling and energy stall at Under One Sky.
- 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 under investigation.

Issues

- Waste Group has no permanent secretary – suggestions?
- Batteries – second consultation on regs has taken place – intended to establish arrangements for suppliers/retailers to take back used batteries – no regs yet implemented – Group to investigate whether retailers are already taking action in advance of regs.

MSO 11.5.09

**Harrow Agenda 21 Executive Committee Meeting
Consumer Action Group
20th May2009**

Progress since last EC meeting

- Group meeting took place in May with the members of the Harrow Oxfam Campaign group. A core group of 5 with inquiries to follow up of 5 prospective new members.
- Planning took place for June Sustainability Weeks cinema night featuring a film with a fair trade theme and invite to Gareth Thomas MP and a speaker from the Oxfam activist network to attend to answer questions from the audience. Harrow Oxfam Campaign group is hoping to provide refreshments donated from The Co-op.
- Planning for shared Oxfam / HA21 stall at Roxeth Show aiming to have a cheese and fair trade wine tasting party theme on the stall.
- Continued to lobby Harrow Council to restart Fair Trade Borough Status Steering Group. Drafting 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.

Work to be done before the next EC meeting

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

Issues

Harrow Agenda 21 Executive Committee Meeting Education Group Report 20th May 2009

Progress since last EC meeting

- Summer edition of the Education Newsletter went out at the beginning of this Month (May), alongside it went the free NAEE booklet on sustainability.
- Various round robin e-mails publicizing a resource box from Kew, details of awards etc.
- Our spring event: Guided walk on Bentley Priory Open Space with warden, Peter Peretti was well attended and despite the resultant frostbite was deemed a success. 16 attendees. Good feedback received on evaluation responses.
- Summer Event: **Thursday 25th June**, Three Valleys Environment Centre and Waterworks visit, the emphasis will be a tour of the Waterworks. Places are limited to groups of 15.
- Committee meeting held on 7th May: small representation (4) including new member, but useful- dates set for Autumn Meetings, to include visit to Earth Project (Thurs 8th Oct)
- Margaret Atwill, Dep. Head, St Theresa's, has agreed to act as Vice Chairman
- Attended 'Under One Sky' Meeting

Work to be done before the next EC meeting

- Suggestion
- Liaise with Sarah Fahy re Autumn Meeting
- Inform Executive about Theatre Group, 'CragRats' and invite responses 'CragRats is the most comprehensive provider of Theatre in Education (T.Ed) programmes in the UK, reaching over a quarter of a million young people each year.
With almost two decades of experience in delivering powerful and engaging education programmes for young people and adults, CragRats uses inspirational techniques for empowering pupils and professionals alike. Motivational live performances, interactive workshops, media productions and more recently, e-learning are all elements of CragRats' integrated learning approach. All CragRats' education programmes dovetail with the National Curriculum and their programmes have been proven to make lasting changes to young people's attitudes and behaviours. One recent programme that addressed fire safety and anti-social behaviour resulted in a 49% drop in the number of Fire Service call-outs during the education tour period.'
- Investigate whereabouts of allotment tools as wanted for 'Traveller Education'
- Judging of Ann Swaine Award
- Liaise with Rupal so that Autumn Edition of Newsletter out, during September

Issues

- Funding for Lunch/Afternoon Clubs
- Cragrats

Marilyn Raymond