

**Harrow Agenda 21 Environmental Forum  
Minutes of the Executive Committee Meeting  
Committee Room 6, Civic Centre, Harrow  
21 May 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	Yes
Mick Campbell	MC	Waste Management & Recycling Group Chair	Apols
Alan Blann	AB	Transport & Air Pollution (TAP) Group Chair	Yes
Marilyn Raymond	MR	Education Group Chair	Yes
Jenny Hunt	JH	Harrow LETS	Yes
Don Liversedge	DL	Harrow Humanist Society	Yes
Sarah Fahy	SF	Earth Project	Yes
Mary John	MJ	Harrow Association of Voluntary Service	No
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	Apols
Yogesh Teli	YT	LBH Councillor, Kenton West Ward	Apols
Beverley McKeon	BM	Waste Management and Education Groups	Yes
Daniel McKeon	DM	Waste Management & Recycling Group	Yes

**1. Welcome and Apologies**

- 1.1 Apologies for absence were noted from MA, MC, POD and YT. Cllr. Joyce Nickolay had relayed apologies for being unable to attend as a reserve.

**2. Minutes of the Last Executive Committee Meeting of 2<sup>nd</sup> April**

Accuracy

- 2.1 The minutes were proposed as a true record by SF and seconded by AB.

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

Matters Arising

- 2.2 Items 3.1 and 3.4. SK had still to email Javed Khan about the Community Premises delays and send new contact details to councillors.

**Action Points: SK to write complaints by email to Javed Khan with copies to YT, JZ, VM, JN, Cllrs. Anjana Patel and Stanley Sheinwald.**

**SK to send new HA21 address, email and website details to JZ, YT and VM.**

- 2.3 Item 3.7. The new proposed constitutional object clause had been rejected by the Charity Commission as too vague to be a charitable purpose. Instead, the Commission had suggested that the sentence could be included under the constitutional powers. SK was surprised that the wording had not been acceptable, as most of it had been lifted from the constitutional object of London 21 Sustainability Network, which was a registered charity. LR offered to query this with the Commission.

**Action Point: LR to ask the Charity Commission why London 21's object wording was unacceptable for HA21. If necessary, LR to prepare an AGM proposal to incorporate the words into the constitutional powers.**

- 2.4 Item 3.8. Volunteer Rejula Balankutty (RB) had offered to represent HA21 on the Community Cohesion Management Group (CCMG). SK asked DL to meet with herself and RB to brief her on the CCMG and the role.

- 2.5 Item 7.2. SK's investigation into recommended fonts for disabilities had produced no clear guidance. It was agreed to specify Ariel in the Communications & Media Strategy.

- 2.6 Item 7.5. CW, AB and MR could not remember receiving the project brief template sent by SK.

**Action Point: SK to resend the project brief template to action group chairs.**

### **3. Chair's Report**

- 3.1 SK first highlighted the main issue from her report (attached) concerning the need to recruit new chairs for the TAP, Waste, Planning and Consumer action groups. Mick Oliver had been suggested as a strong contender for the Waste Group. SK had asked David Summers to consider chairing the Planning Group, but he had declined because he felt more useful to HA21 in his role as Chair of Greener Harrow.

- 3.2 The New Members' Coffee Morning had been a success. Two of the new members had since attended a Consumer Group meeting.

- 3.3 The latest *In Contact* newsletter had been produced using a new template designed by SK in line with the Communications & Media Strategy. Copies were circulated and admired.

- 3.4 Trustee Code of Conduct agreement slips were signed by all present.

**Action Point: LR to get agreement slips signed by absent trustees.**

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

- 4.1 PG reported a balance of £7183.12 in the bank, plus £75 in petty cash. The balance included the £5,730 grant from the council, which PG assumed had been received pending receipt of the bank statement.

- 4.2 Arrangements had been made for the accounts to be audited on 29<sup>th</sup> May, after which PG would provide them on disk to LR for the Annual report.

- 4.3 Now that the grant monies were available, action group projects were needed to allocate the resources and apply for more funding if necessary. DL expressed concern about publicising that monies were available. SK said that only action group chairs had been asked for spending plans.
- 4.4 PG wondered if it was still considered necessary to keep petty cash in the tin which was now being kept at her home, since most payments and expenses were being made by cheque. It was agreed to keep the petty cash tin until after the AGM and then review the situation, depending on the expenses requirements of any new trustees.

## 5. Secretary's Report

- 5.1 LR reported membership numbers of 83 individuals and 26 organisations. PG suggested using the special interests mentioned on membership forms to advise action group chairs of potential group members, rather than just advising new members of the action group details and contacts.

**Action Points: LR to ask the administrator to alert action group chairs of people's interests when sending out membership packs.**

- 5.2 In order to prepare and produce the Annual Report in time for the AGM on 16<sup>th</sup> July, LR asked for action group chairs to submit their report for the year to March by 20<sup>th</sup> June. She also appealed for any photographs that could be included. SK suggested taking pictures at the Ann Swain Awards. MR agreed and offered photos from the Schools Newsletter.

**Action Point: MR to email Schools Newsletter photos to LR.**

- 5.3 BM and DM joined the meeting straight from the Under One Sky Community Group meeting at Zoom Leisure. SK asked them to update trustees on the planning progress and the arrangements for HA21's stall at the festival on 29<sup>th</sup> June. BM and DM reported that HA21 was being allocated space at no cost in the Enterprise Zone of the site, where the request was to concentrate on an enterprise theme. There was concern that HA21 would be separate from other green groups. BM confirmed that the planned action group displays could also be featured. The council's Steve Porter would be emailing BM with further details. Access to the site would be available from 8am on the day, the festival would begin at noon and stallholders would be expected to remain until the end at 8pm. Two free entrance passes would be allocated per stall. The deadline for finalising the arrangements was 16<sup>th</sup> June.

**Action Point: SK and VM would both contact Andrew Baker, Waste Management Policy Officer, to ask for full support and co-operation for the Waste Group's displays and general waste management at the festival.**

- 5.4 SK referred also to the Grimsdyke Show, at which HA21 had not held a stall, and the Roxeth Show, at which there were no plans to take a stall this year due to poor results last year.

## 6. Joint Strategic Needs Assessment

- 6.1 DL relayed the content of correspondence received from the Primary Care Trust about an assessment commissioned jointly with the council on planning services to meet people's needs. Before finalising it, they were asking for input from stakeholders in the form of any needs assessments undertaken. DL noted that the list of documents submitted to date omitted any concerning environmental issues and favoured writing a general response pointing out the importance of environmental well being to people's health. AB suggested that existing information from council officers could be submitted with comments, such as air pollution figures. The letter referred to a web link for further guidance. DT passed details to SK.

**Action Point: SK to find out more and consider response.**

## 7. Action Group Reports

### Waste Management and Recycling

- 7.1 In the absence of a report from MC, MR remarked that the Education Group were working with the Waste Group on the Schools Environment Awards in Harrow.

### Transport and Air Pollution

- 7.2 SK asked AB to let PG have the figures for the costs involved in the Alternative Fuels project mentioned in his report (attached).
- 7.3 Rather than organising a separate event for Bike Week, the group had agreed to promote and participate in the council's Family Cycle Day. Starting points would be in Harrow, Whitchurch and Pinner. The idea to use the abandoned driving school had been scuppered by its state of disrepair. It was hoped that road sweepers would clear the broken glass and debris in time for an HA21 event later in the year. 21<sup>st</sup> September was suggested as a date immediately prior to Car Free Day.

### Consumer

- 7.4 SK elaborated on the group's potential project with Harrow Anti Racist Alliance as mentioned in her report (attached). It could develop further, for example into promoting organic food. Because funding for it was being sought from the London Development Agency, no additional funding should be required from HA21.
- 7.5 The Earth Project's management group had been dissolved in favour of a Newton Park Farm Environment Centre steering group, which also incorporated an additional new nature area project and would develop both of the projects together. SK hoped the steering group would also consider Fair Trade involvement.

- 7.6 It was intended to show a film by Schumacher at the group's planned film night.
- 7.7 JH passed SK the details of a potential volunteer to work on the allotment.

#### Education

- 7.8 In addition to her report (attached), MR distributed copies of the latest Schools Newsletter. The group's Summer Twilight event at Clay Lane had been secured from Three Valleys for free, but MR wondered if funds could be available to make a donation. SK agreed a donation might be useful if it would help to cement the future relationship.
- 7.9 Anna Cohen, the council's Biodiversity Officer, had requested the group's help in implementing the Biodiversity Action Plan and was expected to attend its next meeting on 5<sup>th</sup> June to explain. SK offered to attend and ask the group about its funding requirements.

#### Planning

- 7.10 CW apologised that she had been unable to allocate much time to the group. She was planning the group's next meeting for 25<sup>th</sup> June, but had not yet booked the venue. SK recommended booking direct with Committee Services and would advise CW of the number. Once booked, CW would inform SK of the details for the newsletter.
- 7.11 CW had received a call from the Harrow Observer about fly tipping in alley ways. The Communications Strategy had not been strictly adhered to and the paper had misrepresented CW as the Chair of HA21. SK pointed out that fly tipping issues were the responsibility of the Waste Group, to which she had an idea to propose about it.
- 7.12 SK asked CW to get a Greener Harrow update from DS and was hopeful that a new group chair would be able to involve residents' associations in a planning project after the AGM.

### **8. Any Other Business**

- 8.1 MR reported that Three Valleys Water had expressed an interest in hosting an HA21 visit. The cost would be £7 per head. Themes suggested included water reuse and refraining from concreting over front gardens, about which there was new legislation. Alternative surfacing materials could be displayed. SK said details could go in the newsletter if arranged.
- 8.2 CW sought confirmation of future EC meetings dates, which were 9<sup>th</sup> July, 17<sup>th</sup> September and 12<sup>th</sup> November. She would try to attend a work session at the Community Premises soon. SK confirmed that the new office arrangements were proving useful for networking with other groups.

### **9. The meeting closed at 9.00pm**

Next Meeting: Wednesday 9<sup>th</sup> July in Committee Room 5

**Harrow Agenda 21 Executive Committee Meeting  
Chair's Report  
21 May 2008**

**Progress since last EC meeting**

- Worked with ES & LR in sending new organisational membership pack and developing the organisational members' database to help us work with new organisations joining.
- Worked with ES to ensure wide distribution of new membership posters to libraries and community noticeboards.
- Created template project brief for action groups to use in developing projects.
- Held new members coffee morning with new members who attended joining action groups.
- Working to implement the fundraising strategy with members who are volunteering.

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

- Focus on supporting action groups to take up events and campaigns in events diary.
- Encourage joint working of Harrow groups in response to Sustainability Weeks (1<sup>st</sup>-21<sup>st</sup> June) through new environmental / green groups network and forum meeting.
- Create Role Descriptions for Trustees / Chairs of Action Groups so that roles are clear to prospective new Chairs before the AGM.
- Meet with JH to develop idea of HA21 joining LETS as a organisational member and volunteers receiving harmonies for volunteering for HA21.
- Developing strategic plan for 2008/09 with Trustee input - Strategic Plan with a forecast for grant spending for 2008/09 will be presented to next EC.

**Issues**

- Recruitment of new Chairs for TAP, Waste, Planning and Consumer Action Groups – Trustees can promote these roles to people who may be interested.

**Harrow Agenda 21 Executive Committee Meeting  
Transport and Air Pollution Action Group  
21 May 2008**

**Progress since last EC meeting**

- Use of alternative Fuels. Progress on this project. Will now be two sheets 1. Fuel types 2 Car types. Hope to finalise at June meeting.
- Bike Week. Decided to be part of LBHarrow's Family cycle day on 15<sup>th</sup> June as saw no point in duplicating events. The "get back on your Bike" has proved more difficult and could not be carried out in timescale. Will review and maybe do something later in year
- Julian Maw agreed to be TAP webmaster.
- Brian kerbey has sent our revisions to the TAP Section of Membership Pack.

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

- Work to be done before next EC meeting
- Complete work on Fuel types. This is expected to be done at 11 June meeting and then will be ready for any HA21 promotional events.
- Liase with Cycle experience who are organising the Bike week event for LBH.
- Find out latest position on 3rd. Runway. also new flight plans sent for consultation by Air Traffic Agency.
- Think up ideas for International Car Free day 23 rd September.

**Issues**

- None at present

**Harrow Agenda 21 Executive Committee Meeting  
Consumer Action Group  
21 May 2008**

**Progress since last EC meeting**

- Attending Newton Park Farm Environment Centre steering group
- Earth Project management group has been disbanded in favour of management from Harrow College and wider Environment Centre steering group
- Project development - Working with Harrow Anti Racial Alliance and Harrow Oxfam group on a project to raise awareness of local restaurant owners about fair trade products available to them. HARA will be submitting a funding application for £2,000 to the London Development Agency funding stream for 'Sustainable Food' to hold this event. Project also aims to reinvigorate borough wide work towards Harrow Fair Trade Town status
- Compiling list of preferred green suppliers as appendix to procurement policy.

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

- Plan event / activities Sustainability Weeks (June 1<sup>st</sup> - 21<sup>st</sup>)
- Film night to be held in June.

**Issues**

- Coordinator volunteer required for community allotment project.

**Harrow Agenda 21 Executive Committee Meeting  
Education Group  
21 May 08**

**Progress since last EC meeting**

- Met with Rupal to review final 'copy' of Summer News letter
- Completed flyer to publicise 3 Valley's EC Event at Clay Lane to finalise layout of Summer Twilight at 3 Valleys Thursday 26<sup>th</sup> June 4.00pm.
- Flyer inserted and circulated with Newsletter
- Summer Edition of Newsletter out, wk 19<sup>th</sup> May
- Prontoprint proving still cheapest printer for Newsletter plus flyer(£190)
- To attend LSEA, with Beverley McKeon, a preliminary meeting re the judging criteria

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

- Liaise with 3 Valleys on numbers attending Summer Twilight.
- Run successful Twilight
- Follow up Saeed Atlas article for Autumn Newsletter

**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