

**Harrow Agenda 21 Environmental Forum
Minutes of the Executive Committee Meeting
Committee Room 6, Civic Centre, Harrow
23 January 2008 7.00 pm**

Present:

Name	Ref	Role	Present
Sarah Kersey	SK	Chair & Consumer Group Chair	Yes
Pam Gershon	PG	Treasurer	Apols
Linda Robinson	LR	Secretary	Yes
Caroline Williams	CW	Planning Group Chair	Yes
Mick Campbell	MC	Waste Management & Recycling Group Chair	Yes
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	Apols
Sarah Fahy	SF	Earth Project	Yes
Mary John	MJ	Harrow Association of Voluntary Service	Yes
Vina Mithani	VM	LBH Councillor, Kenton West Ward	Apols
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 DL, MA, PG, VM and YT. JZ was attending as a reserve councillor for YT. Cllr. Joyce Nickolay (JN) had relayed apologies for being unable to attend as a reserve.

2. Minutes of the Last Executive Committee Meeting of 21st November

Accuracy

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

The minutes of the last meeting were approved.

Matters Arising

- 2.2 Item 2.2. In response to VM's enquiries about an acceptable reserves policy, JN had emailed SK to ask the meaning of the term. This was taken to indicate that the councillors responsible had little knowledge of the council's own grant application forms and procedures, so no further urgency would be accorded to reserve policy concerns.
- 2.3 Item 2.4. JZ had discovered that although the Materials Reclamation Facility used by Harrow had the ability to capture and recycle batteries, this was not happening because they were not permitted in Harrow's blue bins. MR had been speaking to retailers about providing envelopes for battery recycling.

2.4 Item 2.6. Still unable to reach Saynab Mahamud, Community Development Officer, SK had been told by Desiree Mahoney from Community Engagement in the Policy and Partnership Unit that the form sent by SK to Saynab for HA21 to join the Community Cohesion Management Group (CCMG) had never been received, but that there would be no problem with the application if it was re-sent to Desiree.

Action Point: SK to send CCMG application form to Desiree Mahoney.

2.5 Item 9.3. SF had received no response to her efforts to contact local publications. SK had not yet written to the Harrow Times letters page.

Action Point: SK to write to the Harrow Times before the next meeting.

2.6 Item 9.4. SK had yet to discuss student unions with MR. JZ had been nagging the potential student member he had identified, but had received only excuses. SK suggested at least giving him a membership form in order for him to join. MJ reported increased pressure from students for their universities and colleges to demonstrate greener credentials.

Action Point: JZ to provide membership form to potential student member.

2.7 Item 9.5. LR's Skills Audit search had revealed CW as the only member to declare horticultural or gardening skills.

3. Chair's Report

3.1 Referring to her report (attached) SK highlighted the need for Action Groups to be allocated to event dates in the HA21 Calendar, an updated version of which was distributed (attached). For example, the Consumer Group would take responsibility for Fair Trade Fortnight from 25th February and World Food Day on 15th October, whereas the whole of HA21 could be involved in the London Sustainability Weeks in June and the United Nations days on 5th June and 24th October. MR's Education Group would promote Walk to School Week from 19th May and the Tree Council's Seed Gathering Season on 23rd September. AB and the TAP Group would support Bike Week from 14th June. The Waste and Energy Group would cover Composting Awareness Week from 4th May and Energy Saving Week from 22nd October. World Town Planning Day on 8th November was thought appropriate for the Planning Group. Everyone could be involved in the local shows.

Action Point: Action Group chairs to show the HA21 Calendar to the groups to establish which events they could be involved with and how.

3.2 After a slow start, the new website was now under construction and SK intended it to be operational before the next meeting. Input would be needed from the groups.

3.3 The letters (attached) that had gone out to Faith Groups and Tenants' and Residents' Associations from the new database had already brought responses. A few copies of the letters and the draft organisational membership pack were distributed for comment. LR suggested using actions from Every Action Counts to complete the advice on Greening your Organisation. JH praised the inclusion of light pollution reduction. JZ said the very cost of excess lighting should be enough of a deterrent. There was some debate about the difference between the database categories of "tenants' and residents' associations" and "amenity societies".

Action Points: LR to send the database list of tenants' and residents' associations to JZ, MJ, POD, MR and AB for the completion of any missing details known.
LR to find out whether the Pinner Association and the Hatch End Association consider themselves to be amenity societies or residents' associations.
LR to email the draft organisational membership pack with the minutes for all to consider additions and corrections.

- 3.4 Although the National Council for Voluntary Organisations' Model Code of Conduct for trustees had been distributed to all, CW was the only one to have brought a hard copy for discussion. SK asked members to study it and bring to the next meeting any comments and examples of good practice from elsewhere.

Action Points: LR to resend the model Code of Conduct with the minutes.
LR to bring agreements to the next meeting, for signing by trustees once a Code of Conduct has been approved.

- 3.5 SK had not finished the proposed Volunteer Induction Pack but distributed for consideration copies of a draft Volunteer Policy adapted from another organisation. She asked who should take responsibility for volunteer recruitment. POD commented that the document seemed overly formal for HA21's needs and might deter members who wished to help out in a casual way. MR agreed that asking for referees and Criminal Records Bureau (CRB) checks was largely unnecessary and would put people off, although of course CRB checks would be a legal requirement for anyone engaged by HA21 to work with children or vulnerable adults.

- 3.6 LR sought clarification of the need for the policy. SK pointed to the example of a former trustee who had gone on to act without authority, claiming still to represent HA21. LR suggested a Members' Code of Conduct would suffice to address such situation. It need not be signed by individuals as long as it was publicised, as was standard in many organisations. The membership of anyone breaching the code could be terminated. It was agreed not to adopt such a formal Volunteer Policy.

Action Point: LR to distribute a draft Members' Code of Conduct before the next meeting for approval.

- 3.7 Before the next meeting, SK would be meeting with individual trustees. She hoped to discuss with JH the possibility of HA21 joining Harrow Local Exchange Trading Scheme (LETS) as an organisational member, with a view to HA21 members earning 'harmonies' (the LETS currency) for work done for HA21.

4. Treasurer's Report

- 4.1 PG had reported funds of £2396.91 in the bank plus £75 in petty cash. A £200 cheque issued in October to Elmgrove Middle School had not yet been banked.
- 4.2 PG had seen a leaflet suggesting that the Grants Advisory Panel would be reducing grants to voluntary groups by 13 per cent. It was not clear to what this percentage related. An official letter from the Interim Deputy Head of Community Development had informed that the grants budget would not be decided until the Panel's rescheduled meeting on 5th March. JN, the Panel's Chair, had indicated in an email that HA21 could expect the same grant as last year and maybe a bit more.

Action Point: SK to contact a Grants Officer to clarify the 13 per cent report.

4.3 SK appealed for all trustee expense claims to be submitted to PG.

5. Community Premises

5.1 SK explained that HA21 had been allocated Casual Use of an office at the Community Premises for six months, meaning access would be available only between nine and five on weekdays. There had not yet been any formal notification of the conditions. It was understood that usage of 20 hours per month was required, but it was unclear what counted as an hour's use or when the six months' tracking period would begin. JZ offered to approach JN for clarification. POD suggested instead contacting Grants Officer Charlotte Clarke for details.

Action Point: SK to ask Charlotte Clarke for usage and monitoring criteria.

5.2 SK asked trustees to arrange individual or group inductions directly with the premises' manager, Tony O'Hara, on 8426 4531. She urged members to maximise use of the resources and facilities available, including the photocopier and small meeting rooms. JH expressed concerns about security. SK stated that secure storage facilities were available. AB pointed out that council officers might find it difficult to attend TAP Group meetings outside of the Civic Centre.

Action Point: SK to discuss the change of venue with officers who regularly attended TAP group meetings and urge them to continue doing so.

6. Working Groups' Briefs

6.1 SK circulated the two briefing documents for the newly formed groups. The Fundraising Working Group had already held its first meeting the previous night; the Communications Working Group was due to meet the next day. Group members had been identified through the Skills Audit, with the majority already having relevant skills and the remainder being willing to acquire them. The terms of reference included making recommendations which would evolve into policies for adoption by the Executive Committee. LR pointed to the need for a Press Policy, following recent misquotations by the Harrow Observer. JH observed that the Communications Group could identify organisations to be targeted for involvement. The content of the briefing documents was agreed.

7. Action Group Reports

Waste Management and Recycling

7.1 MC tabled a written report (attached) which had not been circulated in advance. On behalf of the whole of HA21, he was attending a "green area" working group in preparation for the council's Under One Sky festival in July.

Transport and Air Pollution

7.2 AB drew attention to an issue in his report (attached) about the proposed third runway at Heathrow. The consensus was that HA21 should oppose it in principle. JH and POD voiced the general view that air travel should be discouraged. MJ nevertheless recalled the recent chaos that had followed the closure of one of the existing runways due to an accident.

Action point: AB to co-ordinate the submission of a bullet point response to the official third runway consultation, supporting more detailed opposition expected from other organisations.

- 7.3 Concerning the lack of group members and AB's reduced motivation, SK suggested using the Events Calendar to inspire the group and address the drop in morale. AB admitted that his other personal interests were taking priority over the group, of which he would prefer to be just a member rather than chair and automatic HA21 trustee. MC found himself in a similar situation. SK offered to search for a new TAP Group chair in the same way as a Consumer Group chair was being sought. LR speculated that potential new action group members or chairs might result from the organisational membership drive. SK and AB would discuss the issue further.

Consumer

- 7.4 SK referred to her written report (attached).

Education

- 7.5 MR added to her report (attached) that the Schools Newsletter had just been printed on environmentally friendly paper at a cost of £120. This was £50 less than last time and had been negotiated with the manager of Prontaprint because of HA21's charitable status. The arrangement was set to continue and was praised by all.
- 7.6 Although the Schools Newsletter included an article stating that large blue recycling bins were available to all Harrow schools, MR understood that there would be a charge for emptying these, which would be a disincentive and had not been mentioned. MC promised to bring this up this issue with the Waste Management Policy Officer, Andrew Baker, at the Waste Group meeting the following week.

Planning

- 7.7 CW's report (attached) had been circulated. In contrast to AB and MC, she enjoyed being a trustee and, although not so keen on chairing the action group, she recognised the importance and constitutional necessity of combining both roles. SK expressed regret if anyone had originally felt pressured into becoming an action group chair.

8. Any Other Business

- 8.1 There was none.

9. The meeting closed at 9.15pm

Next Meeting: Wednesday 2nd April in Committee Room 6

**Harrow Agenda 21 Executive Committee Meeting
Chair's Report
23rd January 2008**

Progress since last EC meeting

- Purchase and development of new HA21 website – this progress has been slower than expected but will be operational by the end of January.
- Have organised networking meetings with new chair of Harrow in Leaf, chair of Harrow Nature Conservation Forum, Friends of the Earth chair and will be organising further networking meetings with other groups HA21 already work with – aiming to firm up relationships and promote closer partnership work on campaigns and action group projects.
- Drawn up and submit to EC draft volunteering policy to EC - for feedback and agreement of these documents.
- Held HA21 Christmas Party
- Created a draft organisational membership pack – for feedback and agreement by EC
- Attended Greener Harrow
- Network with neighbouring borough's LA21's and London 21 – have agreed to be borough administrator for London 21's Harrow webpage.
- Worked with LR to create template letter for Faith groups and TRA's. LR has now sent letters to all these groups on HA21 organisational database.
- Worked with LR to organise fundraising and communications working group. - These groups have been given a brief, discussions and brainstorming over three two our meetings will produce outcomes which will be filtered into a communications policy and fundraising strategy.
- Liaised with Tony O'Hara at Community Premises to find out about HA21 casual user status.

Work to be done before the next EC meeting

- Identify Trustees / Members to be HA21 representatives for events / meeting dates in HA21 diary.
- Meet with JH to develop idea of HA21 joining LETS as a organisational member and volunteers receiving harmonies for volunteering for HA21.
- Was unable to produce a draft induction pack for new volunteers in time for EC meeting – to bring to next EC meeting
- Develop structure for Trustees to develop strategic plan for 2008/09 - small planning groups of trustees will meet in March / April for strategic plan for 2008/09 this will take place at community premises.
- Provide briefing to Trustees on Third Sector developments relevant HA21.

Issues

- We are required to make use of the Community Premises for 20hrs per month for 6 months if we would like to progress to being able to use the premises outside 9am-5pm Mon-Fri and possibly get a designated desk – ensure all action group members are aware of this and that we have meeting, desk space and storage there so trustees / volunteers / members with campaign or project ideas or meetings scheduled should be encouraged to use it.

HA21 Calendar - Please list any events that you think are important to HA21.

Event / Campaign	Date
Ramblers Association - Festival of Winter Walks	26 Dec – 2 Jan
World Social Forum's - Another World is Possible Day of Action	26 Jan
RSPB - Big Garden Bird Watch	26 – 27 Jan
Fair Trade Foundation – Fair Trade Fortnight	25 Feb – 9 Mar
UN - World Water Day	22 March
World Earth Day	22 April
The Composting Association - Composting Awareness Week	4 -10 May
International Fair Trade Assoc - World Fair Trade Day	12 May
Living Streets – Walk to School Week	19 – 23 May
Wildlife Trust - Wildlife Week	31 May – 21 June
Grymsdyke Show	May
Volunteer England - National Volunteers Week	1 – 7 June
UN - World Environment Day	5 June
London Sustainability Weeks	June
Liftshare.com - National Liftshare Day	9 June
Bike Week	14 – 22 June
World Refugee Day	20 June
Roxeth Show	July
Harrow Council - Under One Sky	July
Nat Assoc of Allotment & Leisure Gardens - National Allotments Week	11 -17 August
Harrow Show	August
Pinner Show	Sept
Soil Assoc – Organic Fortnight	6 – 12 Sept
World Car-Free Network - World Car-free Day	22 Sept
Tree Council – Seed Gathering Season	23 Sept
UN – World Habitat Day	6 Oct
UN – Wood Food Day	16 Oct
One World Week	21 – 28 Oct
UN Nations Day	24 Oct
Energy Saving Trust - Energy Saving Week	22 – 28 Oct
Royal Town Planning Institute – World Town Planning Day	8 Nov
Social Enterprise Day	15 Nov
Tree Council - National Tree Week	21 Nov – 2 Dec
Buy Nothing Day	24 Nov
UN – International Volunteer Day	5 Dec
Common Ground - Tree Dressing Day	7 – 9 Dec
National Climate March	8 Dec

Events where we could recruit volunteers:

Student Volunteering Week 25 Feb - 2 March



Community Premises
27 Northolt Road
South Harrow
HA2 0LH
020 8933 0188

January 2008

Dear Friend,

Harrow Agenda 21 is the forum for individuals and organisations interested in Harrow's environmental, social and economic sustainability. Our members include quite a few conservation and community groups. We are now looking to extend membership to other organisations which share our aim of making Harrow a more sustainable place to live and work.

All HA21's work is done by community volunteers and representatives. Our philosophy it is that sustainability comes from the grass roots of our society and we want to make it easier for people to get involved in their community.

We want to work with local organisations like yours that support and represent local people, and find out how we can benefit everyone in Harrow. As a member of HA21 you would have the opportunity to work with us and other groups on ideas and green issues of interest to you and your members.

Therefore, I hope you don't mind filling in the enclosed membership form and returning it in the pre-paid envelope provided. There's nothing to pay, no commitment to make and no complicated details to find, just the name of someone we can keep in touch with and who can represent you and vote if necessary, for example at our AGM.

Once we have your form back, I will send a membership pack with more details about us.

I look forward to receiving your completed form and thank you for your input. If you think someone else in your organisation would be the best person to respond, or if you know of others who would be interested in joining as groups or individuals, please pass the information on to them.

Yours sincerely,

Sarah Kersey
Chair

Linda Robinson
Secretary

HA21 Communications Working Group

Purpose:

- To outline a standard to external and internal communication for HA21
- To use the expertise and experience of the working group members to assist HA21 in communicating its aims to members and the public
- To use the outcomes from the brainstorm to feed into a communications policy and plan for HA21 for 2008-2009.
- To allow HA21 to effectively allocate resources for communications
- To ensure that the organisation is building for the future
- Outline the organisation's current capacity for communication
- Allow continuity in the case of HA21 responsibilities changing hands

Terms of reference:

- To consider the following questions and make recommendations:
 - Where is HA21 now? (“Why does the organisation exist?” “What is it trying to achieve?” “How aware is the public of HA21’s key objectives?”)
 - Where should HA21 to be seen in 2008/09?
 - Do we want more people to know about HA21 and if so why?
 - Which section of the community should HA21 try to reach in 2008/09?
 - What are HA21’s key messages?
 - What methods should HA21 use to reach their audience?
- Identify how the website could be used to communicate with members/visitors
- Recommend targets for publicity over the year
- Identify possible ways for HA21 to evaluate the effectiveness of its publicity
- Review and recommend a standard format for all HA21 newsletters, posters and stalls
- Recommend procedure for dealing with enquiries from members of the public and other organisations (including press)
- Suggest how HA21 should disseminate information within HA21 – between action groups and with members
- Recommend who within HA21 should be responsible for communication internally and externally

Scope:

- Commission of survey of local public awareness of HA21 & Local Agenda 21
- Provide an action plan that can be used to create work schedules for volunteers and provide guidance for action groups
- Provide a guide for volunteers and trustees for communication internally and externally
- Generate campaign ideas for the organisation and for action groups
- By incorporating the groups ideas into a communication policy and plan it will allow continuity in the case of HA21 responsibilities changing hands.
- The communications policy and plan, like other plans, should be monitored and reviewed regularly to see if the organisation is meeting its goals.

HA21 Fundraising Working Group

Purpose:

- To take the HA21's stated aims and brainstorm ideas how and where funds will be raised to reach these aims
- To use the expertise and experience of the working group members to assist HA21 to plan to sustain its aims
- To use the outcomes from the brainstorm to feed into a fundraising strategy for HA21 for 2008-2009.
- To allow HA21 to effectively allocate resources for fundraising
- To ensure that the organisation is building for the future
- Outline the organisation's current financial and funding situation
- Allow continuity in the case of fundraising responsibilities changing hands

Terms of reference:

- To brainstorm avenues for raising funds (this could be statutory, charitable trusts, practical local activities)
- To lay out when existing funding comes to an end and provide a time scale for replacing it
- Describe the methods to be used for raising funds
- Recommend fundraising priorities
- Estimate the amount of money that needs to be raised
- Recommend who within HA21 should be responsible for fundraising
- To take the action groups' aims and make suggestions for fundraising avenues and activities

Scope:

- Encourage green investment of surplus funds.
- Encourage trustee debate on strategic direction and fundraising policy development
- Provide an action plan that can be used to create work schedules for fundraising volunteers
- Provide a framework for coordinated fundraising activities
- By incorporating the groups ideas into a fundraising strategy it will allow continuity in the case of fundraising responsibilities changing hands.
- The fundraising strategy, like other plans, should be monitored and reviewed regularly to see if the organisation is meeting its fundraising goals.

**Harrow Agenda 21 Executive Committee Meeting
Waste and Energy Group
23rd January 2008**

Progress since last EC meeting

- Slow progress on projected site visits. Council funding unlikely for this purpose. Schools have been made aware that visits to West London Composting at Harefield would be welcomed by the company, which is geared up to cater for school visits.
- Waste and Energy Group will be involved in arrangements for the 2008 “Under One Sky” festival.
- Training started to provide Group members with accurate information on recyclable and non-recyclable waste materials, so that they can feel confident that they are giving the right message to those who ask.

Work to be done before the next EC meeting

- Work on identifying and arranging future site visits will continue
- The Group needs to discuss its involvement in “Under One Sky” so that our environmental message can best be promoted by the event.
- Further training is required to prepare the group for a higher public profile.

Issues

**Harrow Agenda 21 Executive Committee Meeting
Transport and Air Pollution Action Group
23rd January 2008**

Progress since last EC meeting

- Decided to abandon traffic congestion study.
- Agreed a small project to produce a leaflet in layman's terms on fuel types their pros and cons.

Work to be done before the next EC meeting

- An initial draft of leaflet is with members for consideration and improvement and will be discussed at the next TAP meeting on 11th February.

Issues

- 3rd runway at Heathrow Airport.
 1. Affect on Harrow
 2. Principle i.e. are we against it or only as NIMBY's
- Lack of members and, on a personal level, lack of motivation

**Harrow Agenda 21 Executive Committee Meeting
Consumer Action Group
23rd January 2008**

Progress since last EC meeting

- Attended 1st Newton Park Farm Environment Centre Steering group.
- Organising two Consumer Film Nights
- Compiling list of preferred green suppliers as appendix to procurement policy.

Work to be done before the next EC meeting

- Find coordinator volunteer for community allotment project.
- Members' newsletter to advertise for new Chair of consumer group.
- Will help Mick Howes at Harrow Council to re-establish Harrow Fair Trade Town Steering group.

Issues

- Reduction of the allotment plots from five to two plots may be considered if Allotment Coordinator is not found soon.

**Harrow Agenda 21 Executive Committee Meeting
Education Group
23rd January 2008**

Progress since last EC meeting

- First Twilight Evening on 4th October St John Fisher, with 10 agencies involved was a success although we would have wished for better school attendance
- January Term Newsletter should be with schools & all wk 21st Jan
- On target for teachers twilight evening event during Summer Term, this to be held at 3 Valley's Environmental Centre, Clay Lane, Bushey
- I visited BETTS (British Educational Teaching & Tech Show) and checked out availability of software that covers environmental issues, e.g.: climate change. Won approx 32 Promethean Goodie Rucksacks, each containing a decent thick A4 lined notepad, an electronic high bounce ball and a pen! These I passed on to the first Committee Member, for their class, that replied to my updating round robin. It was won by Eryl de Camin at Vaughan F&M....
- Met with Saeed Atlas to investigate ways of working together. He will set up a termly 'Save Power, Switch Off day' in Education establishments, the first being Tues 18th March, this to follow successful format used at Civic Centre. (Hopefully first notice to go in Newsletter.)

Work to be done before the next EC meeting

- Marilyn to meet with Rupal to review 'copy' of News letter – Tues 15th
- Endeavour to find a cheaper printer for Newsletter!
- Marilyn to meet with Barbara Rowbottom of 3 Valleys, to prepare for 13th March committee meeting at Clay Lane which will finalise layout of Summer Twilight
- Look further into Atkins School Energy Education Programme.
- Use Science & Humanities further INSET to promote Group

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

Civic Centre meeting place not practicable, meetings to be held at various Committee members schools as before

**Harrow Agenda 21 Executive Committee Meeting
Planning Group
23rd January 2008**

Progress since last EC meeting

- Bentley priory - David S has been lobbying for an ecology centre up there and has made good progress. Now HA21 are going to lead the working party to get a business case together to be submitted with the planning application.
- Harrow College - members of HA21 attended meeting with Harrow College to lobby the architects to include sustainable construction and development of the site.
- Dandara - further lobbying for sustainability in the development of this site
- Neptune Point - submitting questions about development to architects and hoping to get meeting similar to Harrow College.
- David has suggested to Harrow Council they lead on negotiations with car park owner over establishment of Energy station for Combined Heat and Power (CHP) for Harrow College, Dandara and Neptune Point developments to share.
- Greener Harrow

Work to be done before the next EC meeting

- Sustainable development checklist
- Redevelopment of Harrow Leisure Centre. The International Gymnasium is concerned that the new design has not included adequate parking for them. This is major issue for them as effects their preparations for the London Olympics.
- Next meeting - Trip to Ecobuild 28th Feb

Issues