

Harrow Agenda 21
Minutes of the Executive Meeting
Committee Room 5, Harrow Civic Centre, Station Road, Harrow, HA1 2UZ
8th September 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
Cllr Ramji Chauhan	RC	Councillor, Harrow Weald Ward	Yes (after minute 2.4)
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	Yes
Cllr Bill Phillips	BP	LBH Councillor, Greenhill Ward	Apologies
Cllr Sachin Shah	SS	LBH Councillor, Queensbury Ward	Apologies
Marilyn Raymond	MR	Chair, Education Group	Apologies
Don Liversedge	DL	Harrow Humanist Society	Apologies
Mary John	MJ		
Shivakuru Selvathurai	SS		

1. Welcome and Apologies

- 1.1 Apologies for absence had been received from BP, SS, MR and DL.
- 1.2 The new Chair introduced himself and welcomed new and re-elected trustees. New trustees MGO and HC introduced themselves. Re-elected members, POD, MC and PG introduced themselves.
- 1.3 POD queried whether the HA21 constitution allows "deputies" to come along if a trustee is unable to attend.

Action Point: MO to review the constitution and advise on nominating and attendance of deputies.

- 1.4 MO mentioned that Cllr Susan Hall is unable to attend EC meetings due to regular clashing of dates. POD confirmed that Harrow Council appoints Councillors to act as representatives of HA21. RC was nominated as Cllr Susan Hall's replacement in accordance with these procedures.

2. Order of Agenda

- 2.1 MO raised the possibility of amending the order of the standard agenda.
- 2.2 POD stated that some organisations discuss the minutes of the previous meeting at the end of the current meeting to ensure that time is not wasted unnecessarily discussing the previous minutes.
- 2.3 MO aspired to confirm the accuracy at the previous minutes at the beginning, carry out the agenda, and then handle any matters arising from the previous minutes. The order of agenda items is defined in the constitution – it was agreed that this should be brought before the next meeting formally.

2.4 MO apologised for not circulating the minutes of the previous meeting.

Action Point: MO to circulate the minutes of the previous meeting.

[RC entered the meeting, was welcomed by the Chair, and introduced himself.]

3. Chair's Report

3.1 MO introduced his report, which was circulated with the agenda and forms an annex to these minutes.

3.2 MO thanked Caroline Williams, Linda Robinson, Madan Badale, and Sarah Kersey for their contribution and efforts over many years as EC trustees.

Action Point: MO to write with the thanks of the current executive.

3.3 MO mentioned that Green Harrow's chair is retiring and asked whether HA21 could identify a new candidate before Greener Harrow's meeting on 24 September 2010.

3.4 MC stated that HA21 had provided the Chair for Greener Harrow since its inception and it would be ideal to continue that way. The group did not have any immediate suggestions of candidates.

3.5 MO queried what role HA21 should have in the bodies it was associated with, and whether it had the resources to do so? It was agreed that HA21 should stay on the mailing lists for various organisations.

3.6 RC stated that he was happy to attend meetings for some of these organisations and report on whether or not it would be useful for us to work with them and be on their committees.

Action Point: MO to circulate names of relevant organisations and meeting dates.

3.7 RC stated that we need to start with a clean sheet. The retiring trustees and new trustees may have different ideas on what is useful for HA21.

3.8 POD suggested that we should look at these organisations' minutes to see if they have any issues that are relevant to us and whether they have any good ideas applicable to our remit. HC stated that some organisation, like HA21, publish their minutes that we should review first. PG confirmed that transport to and from these meetings could be funded by HA21 if we wanted to attend any meetings.

3.9 MC queried what was happening with our relationship with the University of Westminster. MO explained that John Palmer was once HA21's Secretary and had links with the University, and Ben Tuxworth, on the staff of the University had one been HA21's chair. It might be helpful to get this relationship going again.

Action Point: MO to contact John Palmer and discuss nomination of candidates for HA21 and other relevant organisations that we may work with.

3.10 MO confirmed that Sarah Kersey could no longer chair the Consumer Group. MO was prepared to chair the Consumer Group during their meeting on 9 November 2010.

3.11 POD suggested that we could advertise it to the usual HA21 members and see who is happy to Chair the Consumer Group.

Action Point: MO to advertise vacancy for Consumer Group in In Contact.

4. Treasurer's Report

4.1 PG stated that we currently have a total fund of £5,751.82 + £9.75 donation from the Charities Trust Donation.

4.2 A £30 cheque previously paid for HA21's Christmas party had not been deposited and may now be time-expired.

5. AGM 28 July 2010 – matters arising

5.1 Planning Group welcomes MGP as their chair.

5.2 The following minutes of the AGM were discussed:

- Minute 6.3 – BP agreed to assist PG help reconfigure accounts to more accurately reflect expenditure types. PG stated that this should not be necessary as we do not get complex invoices anymore. The Internet and telephone expense is under one invoice of BT Business Direct.
- Minute 9.1 – Maria Nash (Barnet Environmental Network) urged members to support and engage with the volunteering programme of the London 2012 Olympics.

Action Point - It was discussed that an advertisement for volunteers should be put into In Contact.

- Minute 9.1 (end) – Akhil Dhalla (Kenton West Safer Neighbourhood Panel) drew attention to Kenton West Safer Neighbourhood Panel's stand at Belmont Community Hall on 10 August 2010, which would feature volunteering opportunities. There was no news as to whether anyone from HA21 attended.
- Minute 9.2 - MGP updated members on progress by the Kingsfield Estate Residents Association (KRAG) in fighting the proposed development of St. George's Field and encouraged members speak up against the loss of open space. MGP provided an update that a Labour councillor was voted in as they had promised to stop the developments.

6. Action Group Reports

Waste and Recycling Group Report – see below copy of report

6.1 POD stated that West London Waste Authority (WLWA) sets out how to deal with residents' waste. They are currently identifying potential sites for waste treatments and will then procure plants to treat WLWA's waste. The procurement process has been going on for the last 6 or 7 years.

6.2 Currently London boroughs in WLWA are identifying possible sites for waste treatment. Shorter travel distances and low CO₂ emissions are high priorities. 15 sites have been identified by WLWA so far. Not all sites will go through to the planning stage. It is expected that sites will have been identified in 2 – 3 years and that construction of plants will have commenced.

6.3 MO stated that the locations may be identified but no consideration has been given to the technology they will contain, which he saw as having planning implications.

- 6.4 POD advised that WLWA are open-minded as to processes. They are considering a wide range of decomposition methods in addition to autoclaving and anaerobic decomposition.
- 6.5 It was also mentioned that Andrew Baker (Harrow Climate Change Manager , and a member of the Waste and Recycling Group) should be able to provide a report on progress. MO stated that we all need to promote the waste hierarchy motto: Reduce → Reuse → Recycle.

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

Consumer Group – See below report

- 6.6 POD stated that we need community groups to promote and advertise fair trade products.
- 6.7 MO advised that Green Harrow had considered finding schools to do local surveys to find out who is selling fair trade products.
- 6.8 RC stated that Councillors have a list of businesses to which we can write a letter to find out this information. Children at school are there to be educated, rather than going out doing surveys. POD advised that Harrow Council are doing both – i.e. writing a letter to business and carrying out surveys by schools.
- 6.9 MC advised that the Education Group are likely to produce a methodology of finding out how to get data of businesses selling fair trade products.

Action Point: MC to circulate Education Group Newsletter. MO to contact members of the Consumer Group, which he will chair in the November meeting to discuss methods or ideas for collecting this data.

Education Group – See report below.

- 6.10 No further comments.

Planning Group

- 6.11 No report circulated. MGP stated that we have lost 6 public houses in Harrow, a loss of community sites to housing developments. This may be due to cheap alcohol in supermarkets and failure of public house businesses as a consequence.
- 6.12 MGP stated that the Planning Group meeting was not yet scheduled.

7. Dates of meetings and AGM in 2011

- 7.1 After some discussion it was agreed to continue to hold Executive meetings on Wednesdays.
- 7.2 The following meeting dates were scheduled in 2011:
- 12 January
 - 2 March
 - 11 May
 - 22 June
 - **6 July for the AGM**
 - 7 September

Action point: Eve Swabe to ask Linda Bradford to make room bookings.

8. Minutes of meeting on 7 July 2011

Action Point: Eve Swabe to send these minutes of 7 July 2010 out to the group

- 8.1 Accuracy accepted.
- 8.2 Matters arising all discussed. Linda Robinson (previous Secretary) was to renew the annual website builder's subscription. Unsure whether this had been done.

Action Point: MO to check if the subscription was paid

9. AOB

- 9.1 It was discussed that HAVS (Harrow Association of Voluntary Services) provide support for Chairs and Vice Chairs to have "health checks" on their groups.
Action Point: MO to attend their session on 10 September 2010.
- 9.2 MO reported attending the Harrow Public Transport Users' Association (HPTUA) meeting on September 2. The meeting had asked members to return a feedback questionnaire on bus routes in Central Harrow when 2-way working is introduced. MO reported consulting other HA21 officers, and sending the questionnaire.
- 9.3 Climate Week – 21 – 27 March – HA21 should support this. To further discuss how we can do this.

Date of next meeting: Wednesday November 17, at Civic Centre, Meeting Room 6

Meeting closed at 20:50.

Harrow Agenda 21 Executive Committee Meeting Chair's Report

8th September 2010

Progress since last EC meeting

- AGM conducted, new Chair and deputy appointed, and new trustees Himesh Chavda, Marion Garner Patel and Shivakuru Selvathurai appointed.
- Retiring Chair spoke on "Environmental Legislation – does it help or hinder?"
- Bank mandate altered to include MO and MC as signatories.
- Entrust return for 2007-10 returned.

Work to be done before the next EC meeting

- Complete handover of Chair's responsibilities – CW continues to attend Monday sessions.
- Formal thanks to retiring trustees.
- Arrange handover of Planning Group from CW to MGP.
- Introduce new Chair to membership.
- Identify candidate for Chair of Greener Harrow?

Issues

- Need to consider HA21's involvement in outside groups, eg London Civic Forum, London 21. Do we wish to take part in these bodies' work and can we resource this? Similarly, liaison with bodies such as Brent Sustainability Forum, University of Westminster?
- Resourcing Consumer Group.

MSO September 1, 2010

Harrow Agenda 21 Executive Committee Meeting

Waste Management & Recycling Group Report

8th September 2010

Progress since last EC meeting

- Filming and editing of “What happens to Waste” continues – filming at Civic Amenity Site to be done.
- Competition for recipe for leftovers received one entry – competition aborted and prizes returned to donors. Particular thanks to Evelyn Donald for her help.
- Visit to West London Composting conducted on Thursday August 5, and reported in In Contact.
- Unable to staff stand at Canons Park Fun Day – need wider support to achieve this.

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 and Education newsletter.
- Waste Group to create scrapbook of press cuttings on waste – all members to bring relevant items.

Issues (retained from July report)

- Hard water – represents waste of soap, with wider implications for biodiversity. The Waste Group are to pursue this through Water Voice and MPs.
- “You and yours” feature on anaerobic digestion indicated their contribution to energy production is low. Harrow are considering this technology – role for Waste & Recycling Group?
- Develop the blue bin article in In Contact as an experiment the Education Group could use?

MSO September 1, 2010

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Ethical Consumer Action Group Report

8th September 2010

Progress since last EC meeting

- No progress on recruiting a new Chair for the group.
- The group is contributing ideas to Council's plans for Fair Trade fortnight 2011 which is the Council's target date for attaining Fair Trade borough status.
- The group continues to work on a campaign to promote ethical consumerism in local places of worship including temples, mosques and synagogues. Started to identify places of worship that already have Fair Trade campaigns and Eco Congregations from what the members know presently.
- Members are keen to highlight the need to boycott palm oil and nestle to Harrow residents.

Work to be done before the next EC meeting

- Fair Trade Town Status – Cllr Nana Asante and Fair Trade Foundation rep to attend future meetings to help determine our Fair Trade Borough Status Campaign.
- We hope to screen a film. Either Food Inc or Black Gold.

Issues

New Chair for the group is very much needed as I am not able to continue to Chair the group nor is it possible for me to continue to be caretaker Chair. As highlighted in the July 2010 report to EC the group has a good turn out of members and meets regularly and would like to continue to do so.

The best way forward would be for a trustee take on role of caretaker Chairperson for meetings only as they group is in all other aspects self sufficient. It would be a shame for the group which is now getting regular attendance to have to fold due to no Chair for meetings.

The group's September meeting has had to be cancelled as I am not available due to other work commitments.

Action required by EC: The members of the action group have requested this to be discussed and agreed by EC and the decision feedback to the group so that they know the future of the group.

Harrow Agenda 21 Executive Committee Meeting

<Action Group Name> Education Group

<EC Meeting Date>-Wed 8th September '10

Progress since last EC meeting

- **ETN course in July:** I attended 'Environmental Games to capture the Imagination' for use in Schools & with Groups; the course was wide ranging, though concentrating the examples on bird life, covering almost too many games both inside & outside for the hottest day of the year! There was a comprehensive resource pack handed out and now with the new school year approaching I hope to be able to pass on the knowledge gained.
- **Alexandra School:** Nest box - Nick White used the death of the fledglings to construct a Q & A sheet on mortality for the school. Caroline was to get in touch to see if a reason could be found.
- **Anne Swain Award:** It was agreed to award this to Roxbourne Middle School Garden Club.
- **September Newsletter:** Articles have been received and I hope to have it completed & into school by 10th Sept
- **Autumn Event:** We have accepted an invitation to hold this Committee/ Open meeting at Veolia Environment Centre, Clay Lane, Bushey on Thursday 14th October; format will be publicized in the next newsletter.

Work to be done before the next EC meeting:

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

Decide format of October meeting with Veolia.

Produce next newsletter

Issues

Marilyn Raymond