**Harborough Energy Meeting**

17th June 2015, 6pm

Attendees: Gavin Fletcher, Denise Marsdon, Peter Jones, Darren Woodiwiss, David Robbins, Oliver Savage, Ben Dodd

Apologies

Phil Allan, Dan Vivian, Andrew Mitchell

**Actions in bold and a list of actions is at the end of the notes.**

1. Welcome and introductions

All were welcomed.

1. Minutes and matters arising from the last meeting

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| **Action Point** | **Action** | **Who** | **By when** |
| 1.1 | Speak to WPD re attendance at a future meeting | DM | Done – Ben Godfrey would be happy to attend at some point |
| 1.2 | Add documents from this and other meetings to Dropbox. Invite AM to Dropbox folder | GF | DONE. |
| 1.3 | Pen portraits to be passed to Dan. Dan to clarify any outstanding requirements | All | DW to send photo to DM to upload to website. DM /GF to finalise handover from Dan by end July |
| 1.4 | Establish email address with Ideal Marketing which can forward to [sustainableharborough@ruralcc.org.uk](mailto:sustainableharborough@ruralcc.org.uk). GF to follow up | GF | DONE |
| 1.5 | follow up schools presentation with Ridgeway | DV | DM/GF to finalise handover from Dan end by July |
| 1.6 | Everyone to pass on relevant stories to Dan/Denise for inclusion on website | All | On-going. DM is now updating the site |
| 1.7 | Meet up to discuss leaflets – how to progress, what to focus on first, messages, language and design/printing | DV and DM | On-going  Some leaflets complete. DM to circulate |
| 1.8 | Provide letters of authorisation from Pentair and Robert Smyth to facilitate installer discussions with WPD in relation to an acceptable connection offer | DM | DONE |
| 1.9 | Put together a supplementary document to go into WRAP along with the report | PJ | DONE  GF to finalise and send to WRAP |
| 1.10 | AD next steps are to meet with potential feedstock partners (along with getting an understanding of current disposal arrangements) and the WDA at the County Council (Nigel Shilton and Roy Higginbottom) and to look at suppliers of smaller AD technology | PJ and DM | On-going  OS to provide telephone details for council waste contact |
| 1.11 | Provide a contact for PDM regarding waste management and feedstock | PA | PJ/PA to provide by end of July plus J G Pears contact |
| 1.12 | Get a list of Business Managers who DM could start to call around | OS | No list exists but there is full school information on the LCC website. DM to compile contact list by end July |
| 1.13 | Provide letters of authorisation for PA’ engineers to speak directly with WPD | DM | DONE |
| 1.14 | Provide a PPA template | PA | GF has in hand with local solicitors |
| 1.15 | Pick up car park solar conversation with Helen Chadwick | GF | Helen Chadwick contacted. GF to follow up by end July |

1. Marketing

DV unable to attend so no formal update was received.

DM is now an administrator for the website and posting regularly

**GF/DM to meet with Dan for formal handover of the marketing brief**

**Everyone to continue pass on relevant stories to Dan/Denise for inclusion on website. DM has put together some marketing collateral in consultation with DV. DM to circulate copy to the group via Dropbox**.

1. Project Updates

**Pentair PV**

DM circulated a spreadsheet breakdown of the 3 quotes. DW asked if local installer Lewingtons had been invited. DM confirmed that they had been invited and declined to quote due to the size of the array. GF noted that locality was one of the key factors in deciding on installer participation.

DM suggested to the group that she would like to form a local installer framework and put in place a robust tender assessment process. It was agreed that this was a good idea as our local installers would be pre-qualified.

**DM to proceed with establishing a framework and ensure that the Pentair quotes were scored for transparency**.

It was agreed that Environmental Energies’ quotation offered best value and we should therefore proceed with development of the model and organise a meeting between the directors and Pentair management. DM will formalise the decision in terms of tender scoring.

OS queried whether storage might improve the financial returns for the Pentair project. He has a Loughborough contact involved in storage solutions and will enquire. BD believes that the costs won’t stack up but that it was worth pursuing.

GF confirmed that he is proceeding with preparation of the PPA and roof lease with a local solicitor.

**GF/DM to fine tune the spreadsheet and circulate to the group for comment. DM to organise a directors meeting with Pentair when the project plan is ready. OS to research storage options.**

In respect of pre-launch marketing OS suggested that it would be preferable to avoid mentioning Pentair specifically as any inability to proceed could reflect negatively on HE reputation and introduce an element of doubt into the share issue process. This was agreed.

BD iterated the importance of good pre-launch marketing activity and that events and publicity are crucial. GF has already spoken to Ideal Marketing. BD expressed some concern that this was not necessarily their area of expertise therefore we should explore how best to communicate with our target market to ensure good market penetration e.g. Rotary Club, Freemasons, U3A etc. BD confirmed that 2 share platforms had proved effective for their share offer, Ethex and Microgenius.

BD suggested that there should be an exclusive share offer to staff and management of Pentair in advance of the wider public launch. PJ suggested that a conversation with Pentair’s pension fund trustees could be advantageous

DR recommended Streetlife as a useful local marketing platform.

GF noted that advertising with Facebook is cost effective and delivers results and creates Buzz.

**GF to circulate diary of events and all to feed in information on other organisations that were representative of the key demographic profile for investment. DM to develop an outline Communication Plan. All to provide ideas and contact groups.**

GF mentioned that Sustainable Harborough and the PhD student (Andy Mitchell) are looking at the New Economics Foundation ‘Local Multiplier 3’ model as a way of providing robust economic methodology and figures to show the value of running a Community Share Offer vs a self financed/loan financed private renewable scheme. We would hope to then be able to provide a good balanced set of reasons for a local business to want to partner up with Harborough Energy and really be able to show the benefits to the local economy (not just the social and environmental benefits)

**Robert Smyth Academy**

DM noted that 3 surveys had been undertaken to date with 2 returns. One of these was significantly different from their initial estimate and therefore she would be talking this through. DM requested assistance from BD in assessing the quotes once they were all in. This was agreed.

**Archway House**

The owner of Archway House has expressed a very keen desire to move forward with a 16kW PV installation under a community share offer. GF suggested that there were a number of options to take this forward within his timeframe which had the added benefit of securing a higher FiT rate. HE could take a loan to finance the installation ahead of potentially pairing it with part of the PV opportunity at Robert Smyth or Alec, the owner had expressed an interest in seeing this operated as a conventional share offer. The group agreed that this was an interesting and innovative model for a community and a Community Benefit Society could be established with a rolling programme of share release as and when new projects came on stream.

**DM/GF to work up this model**

The group queried whether Alec would wish to join the board but DM reported that he had already declined this. However, the board felt that his enthusiasm and innovation warranted a further approach personalising the CBS to Archway House.

There was a discussion around ensuring that the CBS’s were charged a management fee and that 2-4% would be suitable. DR noted that we were at this point incubating new businesses and therefore the higher amount should be the order of the day.

**GF to explore any implications of this with regard to Sustainable Harborough’s Lottery funding – particularly whether a zero% loan would be feasible to get a scheme off the ground. There was also a question to take to the lottery about admin fees, how the money flows into HE/SH.**

**AD**

The report and supplementary information are being finalised to send to WRAP. PJ feels that the identification of the Rothenberg Food Waste Management system offers a way to ensure the stability of the feedstock.

DM has had difficulty in tracking down waste contacts at the councils and had failed to find a way in to Olleco.

**OS to provide telephone contact details for council waste contact. DM to try dropping in on contacts.**

**Schools Solar**

To be discussed following an update from Dan

1. AOB

PJ suggested trying to progress renewables with new housing development. The group agreed that this was potentially a non-starter unless we had contacts at the top in the developers companies.

OS – network of Community Owned Energy - OS has put together proposals to secure ERDF funding. This would involve securing LCC funding of around £200k upfront to draw down EU funds to establish an esco in which Green Fox and Harborough Energy would be key players.

1. Date of Next meetings

Wednesday 22nd July 6pm – Leefe House

Wednesday 19th August 6pm – Leefe House

**Actions**

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| **Action Point** | **Action** | **Who** | **By when** |
| 1.1 | Pen portraits to be passed to Dan. Dan to clarify any outstanding requirements | All | DW to send photo to DM to upload to website. DM /GF to finalise handover from Dan by end July |
| 1.2 | Everyone to continue pass on relevant stories to Dan/Denise for inclusion on website. DM has put together some marketing collateral in consultation with DV. | All | On-going. DM is now updating the site. DM to circulate marketing copy to the group via Dropbox. |
| 1.3 | DM to proceed with establishing an installer framework | DM | Ensure that the Pentair quotes were scored for transparency |
| 1.4 | Pentair model to be worked up now that installer has been selected. We can now fine tune the spreadsheet and circulate to the group for comment. DM to organise a directors meeting with Pentair when the project plan is ready. OS to research storage options. | DM/GF | Circulate spreadsheet to the group asap to be agreed by end July with meeting arranged as soon as possible thereafter |
| 1.5 | Archway House has proposed the inclusion of a 16kW array within a community share offer vehicle. Consider how to facilitate this within the timescales of the host and our own | DM/GF | DM/GF to work up this model by end July |
| 1.10 | AD next steps are to meet with potential feedstock partners (along with getting an understanding of current disposal arrangements) and the WDA at the County Council (Nigel Shilton and Roy Higginbottom) and to look at suppliers of smaller AD technology | PJ and DM/OS | On-going  OS to provide telephone details for council waste contact |
| 1.7 | Investigate the implications of charging a management fee to the CBS in light of Sustainable Harborough’s Lottery funding, and zero% loan to get Archway House off the ground. | GF | Discuss with Lottery by end July |