**Harborough Energy Meeting**

12th December 2015, 6pm

Attendees: Denise Marsdon, Gavin Fletcher, Darren Woodiwiss, Peter Jones, Roland Moss (late arrival)

Apologies: Oliver Savage

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

1. Welcome and introductions
2. Minutes and matters arising from the last meeting

The minutes of the meeting held on 10th November 2015 were approved

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| **Action Point** | **Action** | **Who** | **By when** |
| 1.0 | Advise Pentair of the success of the share raise | DM | Done |
| 1.1 | Contact people for advice/financial models for biomass | RM/PJ | RM has put together a model and will test it before circulating |
| 1.2 | Finalise model for biomass RSA project | DM/GF | See above |
| 1.3 | Request updated quotes from the installers that have already submitted bids to identify preferred partner | DM | See item 4.1 below |
| 1.4 | ERDF – keep the group apprised of progress | OS/GF | EoI rejected but we can resubmit following feedback. |
| 1.5 | AGM set for January – send out appropriate notice | DM | December |
| 1.6 | Harborough energy supply proposal – Circulate draft DECC proposal | DW | Done – submitted to DECC – unhelpful response**.** |
| 1.7 | New project development | DM/All | On-going |

1. Harborough Solar One – share offer

GF updated the Board on the current state of play of Robert Smyth Academy. Essentially we had been advised that the Education Finance Agency considered a PPA of 6p to be commercially acceptable against the 8p currently on offer. EFA has been forwarded additional information and an informal conversation suggested that they may now be more mindful to recommend approval of the installation.

DM gave an overview of the likely timescales for DECC decisions on the Feed in Tariff

The group queried whether the EFA had to be consulted and GF confirmed that a number of installed projects had not consulted. **PJ agreed to contact Ellen (Woodnewton School) to advise if she believed EFA approval was required.**

**GF confirmed that he would be putting pressure on RSA to confirm timescales for EFA decision and to ensure that we have contact details over the holiday period**. It was also suggested that GF endeavour to ascertain who would need to be involved in making a timely decision, e.g. Head/Board of Governors.

GF also noted that there is also a Plan B. This would entail a donation via Pure Leapfrog. This would reduce the capital required and therefore a o lower PPA unit charge could be levied (6p). GF queried whether this would mean that the overall investment requirement would be reduced and therefore some of the share capital would need to be returned. The Board agree that this could effectively become a reserve for future development/contingency for the scheme. GF has responded to Pure Leapfrog but would not progress unless necessary.

It was agreed that a letter/e-mail should be sent to the investors to apprise them of the state of play with the installation. **DM will draft a letter and circulate for approval.**

In the light of the likely timescales for action on the Feed in Tariff PJ suggested that 15 Jan should be the latest date that the decision to rule a line under this installation should be drawn. This was unanimously agreed

1. Project Updates
   1. Robert Smyth Academy – biomass

RM has been working on a model for the RSA biomass project. He will test this before circulating to the group for consideration.

DM outlined the quotation process to date and that of the 4 companies invited to submit quotations only 2 had provided credible returns. Of the 2 that did provide adequate responses DM has found that one would in any case install the other’s equipment and conversely if the second company won the contract it was likely that the installer would be the other company. It was therefore agreed that DM/GF should contact both companies with a view to putting together the most advantageous project for all concerned,

Ben Dodd had provided contact details for an expert in biomass that could support us in assessing the best installation for the site and ensuring the companies involved provided value for money.

DW queried that the feedstock pellet for the installation would be sustainably sourced. GF confirmed that this would form part of the overall project plan. DM **to find out pelletised tonnage requirement.**

PJ noted that waste from Theddingworth (See 4.2) might be pelletised for this purpose.

* 1. Anaerobic Digestion

PJ noted that we have been in dialogue with local logistics operators  and one, PH Hull, is interested in using us as an exit point for factory based food .

In overall terms we are now looking at the feasibility of a Community Based umbrella operation with equity input from a logistics supplier , raw material feedstock suppliers ,NBJ London as well as the local community and farmers taking the  digestate to land. This would be an innovative and  mould breaking model. Furthermore PJ has been in touch with the operators of a 4MW TAD and 10MW biomass gassifier in Theddingworth. This is a majore undertaking where they had been considering their own AD plant but given the size of the current operation planning consent could be a real issue and therefore this offers HE the opportunity to partner them.

PJ is also discussing a potential tie up with  Tamar Energy who will be offering the Rothenburg systems as part of an integrated food waste management solution.

If discussion progress well we could be looking at a 40,000 tonnes plant.

**PJ to continue to progress.**

* 1. Harborough Energy Supply

DW gave an overview of the current state of play of this project. He confirmed that White Labelling of the Robin Hood offer did not appear to be viable given the cost. DW continues to explore options and had engaged with DECC who has suggested contacting the DNO. **GF/DM to explore who best contact at WPD would be and to circulate the Regensw document that GF felt would be of interest.**

1. AOB

DM to update Dropbox sharing rights and delete obsolete documents.

DM to set up correct e-mails contact group

PJ suggested that the proposed new hospital might offer opportunities. GF/DM to raise with our new Chair of the RCC, Martin Traynor.

PJ also noted that there is a potential new development in N. Kilworth and that a “beauty parade” to select the developer will be taking place. PJ is mindful to require a sustainability plan and is especially keen to see a heat network.

1. Dates of next meetings

Tuesday 12 January 6pm Leefe House - A.G.M.

Tuesday February 9th 6pm Leefe House

**Actions**

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| **Action Point** | **Action** | **Who** | **By when** |
| 1.1 | Contact Ellen (Woodnewton School) to advise if she believed EFA approval was required. | PJ | asap |
| 1.2 | confirm timescales for EFA decision and to ensure that we have contact details over the holiday period. | GF | asap |
| 1.3 | Shareholder updatedraft a letter and circulate for approval | DM | w/e 18 Dec |
| 1.4 | Update Dropbox sharing rights and delete obsolete documents. Set up correct e-mails contact group | DM | January |
| 1.5 | Find out estimated pellet tonnage requirement for RSA | DM | January |
| 1.6 | Continue to progress the AD project | PJ/DM | ongoing |
| 1.7 | Explore energy supply options with DNO – identify key contact. Circulate Regensw document | GF/DM | January.  Regensw document attached |