**Harborough Energy Meeting**

19th August 2015, 6pm

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

Apologies

Gavin Fletcher, Andrew Mitchell, Phil Allen, Stuart Dainton, Alec Welton

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

1. Welcome and introductions

All were welcomed. DM explained that Alec Welton would like to attend but was away this week, Stuart Dainton attended last meeting but PJ would keep him informed in future of progress

1. Minutes and matters arising from the last meeting

The minutes of the meeting held on 22nd July were approved

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Point** | **Action** | **Who** | **By when** |
| 1.1 | **Remove Dan Vivian from the website** | DM | Done |
| 1.2 | **Send web links to some document out and PDFs to Dropbox** | DM | Done |
| 1.3 | **Everyone to continue pass on relevant stories to DM for inclusion on website** | All | On-going |
| 1.4 | **Re: RSA PV quotes - seek further clarification of installer status. Based on this the group were happy for GF/DM to make the final selection** | DM/GF | Done. Installer appointed |
| **1.5** | **Complete bank account for Harborough Solar One – confirm process** | DM | In progress |
| 1.6 | **Ensure that recompense for any loss to the Community Fund is included in the lease** | GF | Done |
| **1.7** | **Continue to seek loan finance for Archway House** | GF | Done |
| **1.8** | **GF to talk to the lottery about admin fees, how the money flows into HE/SH.** | GF | August |

OS suggested that posts on the website should support the concept of community energy

DM confirmed that DV has been removed from the website

1. Marketing

**DM to add a Blog area to the website**

**Everyone to continue pass on relevant stories to DM for inclusion on website. DM to circulate marketing copy to the group via Dropbox**. **These should be as positive and upbeat as possible. DM to investigate adding a Directors’ blog area to the site.**

1. Project updates

**Pentair PV**

Progressing well. Directors’ meeting between PJ and Nigel Petty went well. The 20 year lease is still presenting a stumbling block but confirmation that we would work closely with Pentair for a smooth transition to a new owner/tenant should that be necessary. PJ also fielded the potential to develop the site with a housing developer.

Nigel Petty confirmed that he is happy for 10p to be the opening price in the PPA.

DM asked for financial commitment from Pentair. NP agreed that the best way for HE to take this was in marketing support from Pentair which would facilitate HE getting more for the £1500 discussed.

DM has had trouble setting up an account for Harborough Solar One Ltd and having resolved the process Santander confirmed that there is no free banking for community groups. DM therefore arranged for the directors to provide ID and complete an application form for Co-op Bank

BD suggested that 2 accounts should be set up to facilitate receipt of share offer monies. DM confirmed that a current and a deposit account were to be requested. BD asked if the scheme has SEIS approval. DM notes that this will require the bank account to be established but will apply as soon as she has details

**DM confirmed that a draft share offer document has been prepared and will be circulated for comment to the group asap**

**BD to provide suitable share offer links that show the SEIS tax advantage.** OS suggested that this could represent a great christening/wedding present!

The group discussed the minimum investment - £250 had been suggested but some members felt that local investment should be perhaps as low as £100 to attract a good % investment from local people. (NB post-meeting comment DM notes that Community Energy England’s Good Practice Principles for Community Energy Enterprises requires reasonable efforts to minimise investment thresholds to facilitate investment from less wealthy individuals)

BD advised that we reflect on how we wish to see the share offer marketed and allow this to guide us in our decision.

OS suggested that DM consider this in terms of:

Market Harborough investors %

Harborough District %

Leicestershire %/Northamptonshire %

HE to decide how many investors we are looking for. BD advised that their average investment had been £2,200. We should aim to ensure that the project is over –subscribed (good PR)

**BD is now a qualified practitioner and suggested that HE should get the Standard Mark and might consider training someone to become a qualified practitioner. BD to send DM information**

**Robert Smyth Academy**

GF and DM had met with Bob Lee and his finance person. It was agreed that PV should be the first offer with 150kW installation. Following a very close tender analysis the selected installer was Environmental Energies.

DM confirmed that this still left the biomass installation plus some additional PV for a further share offer.

BD advised that approval for the PV installation will still technically need to go through the Education Funding Authority. RSA had approached them and not been given a definitive reply. RSA will be considering the terms of the 125 year lease that they have. DW suggested that it might be worth contacting 10:10 to find out how they take this forward.

**DM to add the PV spreadsheet model for RSA to Dropbox.**

**Archway House**

HE had been unable to secure short term loan finance but had approached the installer to take forward early installation followed by a share offer in due course. The cost of the installation will be borne by Environmental Energies initially and picked up either through the share offer, or by Archway House or through Environmental Energies PPA should we fail to achieve the capital costs. The installation is therefore likely to take place before the end of September. Alec Welton of Archway House had been invited to the meeting but was on holiday.

**AD**

PJ has put a proposal to Saria ( Prosper de Mulder) He has followed this up and expects a response imminently. This could potentially provide 100% of the feedstock for the AD plant through a partnership approach

PJ confirmed that this is likely to need to be a standalone project and not subsidy dependent.

1. AOB

OS noted that LCC is fronting a potential ERDF bid to accelerate community owned energy. Both HE and Green Fox will be partners in this, together with Leicester City Council. Currently the bid hinges around support positions with OS having 1 vacancy that he could include in the bid for matched funding. In order to make this viable we would need to be able to re-allocate existing staff.

OS discussed the Solar Cloth Company which offers a lightweight material for buildings with potential structural issues with full weight PV. DM suggested that we might be able to promote this thorugh our installer framework and take a referral fee.

OS also noted a small scale AD plant from Lyndhurst Engineering which was the size of a shipping container.

DW noted that he continues to pursue the potential for HE to sell energy with new organisations taking this forward in Scotland and Cornwall

OS – OVO update – there is still the potential to set up an energy company using the Ovo model. A paper is going to SCG (Cabinet) in September with the intension to launch in March/April this will be led by Public Health and as part of the marketing plan there is an intention to secure a referral fee. It was agreed that further down the line it should be the intention of HE and Green Fox to be in a position to sell energy

1. Date of Next meetings

Wednesday 23rd September 6pm – Leefe House

Tuesday 13th October 6pm – Leefe House

**Actions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Point** | **Action** | **Who** | **By when** |
| 1.1 | Complete bank account for Harborough Solar One – confirm process | DM | In progress |
| 1.2 | Everyone to continue pass on relevant stories to DM for inclusion on website. These should be as positive and upbeat as possible. DM to investigate adding a Directors’ blog area to the site. | All | On-going |
| 1.3 | GF to talk to the lottery about admin fees, how the money flows into HE/SH. | GF | September |
| 1.4 | DM confirmed that a draft share offer document has been prepared and will be circulated for comment to the group asap  BD to provide suitable share offer links that show the SEIS tax advantage | DM  BD | asap |
| 1.5 | BD is now a qualified practitioner and suggested that HE should get the Standard Mark and might consider training someone to become a qualified practitioner. BD to send DM information | BD | September |
| 1.6 | GF/DM to add the PV spreadsheet model for RSA to Dropbox. DM to set up a public dropbox folder for BD and others in future to access non-confidential documents | GF/DM | asap |