

NHTT Energy Group Meeting

When: Monday 5 October 2009

Where: Giffordtown Hall

Who: Tom Morton (TM) NHTT Energy group & Arc
Neil Stoddart (NS) NHTT Energy group, Coord. Group, Realtec
Louise Barron (LB) NHTT Support Worker
Hamid Van Koten (HVK) NHTT

1. Minutes of Previous Meeting

a. Matters Arising

- i. Networking- discussion around how we reach out to the community and the potential to use Coffee Mornings and Old Letham Nights. LB still to look into Radio and Mobile Library. **AP-LB**
- ii. Light bulbs- these have now been received, Survey team have been asked to note where they are distributed. LB to liaise with Sitar if we need more.
- iii. Accurate Address List- this has been put together and is being maintained by LB and NS.
- iv. Minutes accepted

2. CaRB Project

- a. Update-TM provided an update. Milestone One has been achieved and as domestic surveys continue, the plan for October is to move focus toward community buildings and businesses.
- b. Grant Claim- TM is just about to submit first claim for CaRB project. We are claiming money on both budgets as detailed. Breakdown of budget and claim in separate document. Have made an advance draw down to cover salaries. Claim should be sent 06/10/09

3. Survey

- a. NS provided update. 20 surveys completed and several appointments in place. Generally going well.
- b. Light bulbs and leaflets- survey team have been told to make a note of what they are giving out so we can note what potential impact this has.
- c. Follow up Letter- Louise to send first batch to EST Monday 12 October. TM to liaise with LB re this letter. **AP LB and TM** Discussed whether we should be photocopying all the surveys to send to EST. It was decided that we would ask Changeworks if they can print off at their end. NS to liaise with EST/Changeworks to provide the numbers on our survey which correlate with their questionnaire. **AP NS**
- d. Power down switches. LB and NS to liaise with survey team to gauge interest. **AP LB NS**
- e. Smart Monitors-We want to develop a package. After respondent get their follow up letter they will also receive a package that includes power downs, smart monitor,

- energy diary etc. NS and Tom to meet next week to discuss this and how to distribute. To come out of Smart meter budget. **AP NS and TM**
- f. Budget- Keeping this on review
 - g. Sessional Workers- we will attempt to make payments electronically. NS to discuss with team on Sat 10 Oct. **AP NS**. TM to speak to Rebecca at CCF re mileage. **AP TM**
 - h. Team Meeting- there will be a survey team meeting on Saturday 10 Oct 2pm at Neil's house
4. Community Buildings—
- a. TM met with village hall committees, they are filling out forms which we will send to EST. Would like results before the next CaRB meeting. EST will come up with ideas. We will investigate the range of options for each building. This will be focus in Nov. There is awareness of timescale for CCF funding Hall and committees are happy with this and are willing to be flexible. It has to be what Hall committees want in the end.
 - b. Kirk- potential for solar due to south facing roof. Very restrictive due to B listing and ornate interior. Once Audits come back look at buildings and then look at proposals.
 - c. School- need to begin work with the school, TM has been looking at eco schools stuff. TM and NS can look at this. TM to set up and meeting with Mrs G to discuss. Eco committee, **AP NS and TM** LB to find out when next eco committee meeting is. **AP LB** TM Hope to treat school as an exemplar project within Fife Council so need to have school on board.
5. Businesses- no further progress. Formally there is not funding for doing audits of businesses but could be done for CIK. If we get contacts who are businesses during survey pass on to Tom.
6. Social Enterprise- NS has been looking into alternative sources of funding for social enterprise as there is start up money available. Will hear about Lottery bid in Nov. Suggestions of link with Elmwood or Adam Smith College.
7. Events and Publicity- It was decided that we would run an event in each village hall in Jan/Feb to launch the toolkit. **AP TM** to speak to Hall Committees. Hamid would like to show The Age of Stupid in the village halls. LB and HVK to liaise re dates and booking halls. Also suggestion that we would run the 1 minutes film competition at Letham Nights.

AOB –

- Neil- Should we put in a bid for an energy descent plan, need to have a certain amount of buy in, shared vision. We are slowly building this up. All needs to come out of survey.
- Thermal Imaging- NS to establish what training might be involved in this. To be carried out Nov/Dec. **AP NS**
- Discussion around Environmental Award and whether we should nominate someone.
- HVK brought along Carbon Foot Printing tool REAP petit to share with the group and discuss whether we would like to use. It was agreed that this would be useful if we could get it online. HVK to establish the cost so that we decide if there is money in the budget. **AP HVK**

Next Meeting: Monday 9 Nov 7.30 Victory Hall, Collessie