

## NHTT Energy Group Meeting

When: Tuesday 15 September 2009

Where: Letham Village Hall

Who: Tom Morton (TM) NHTT Energy group & Arc  
Neil Stoddart (NS) NHTT Energy group, Coord. Group, Realtec  
Louise Barron (LB) NHTT Support Worker  
Jim Rotheram (JR)

Apologies: Hamid Van Koten

### 1. Minutes of Previous Meeting

#### a. Matter Arising

- i. Social Enterprise- there is no budget for this
- ii. Smart Meter Project- NS was to arrange viewings of meters. This was done briefly at the end of Survey meeting. Agreed that NS would loan to TM to trial at home, this has to be done before the next Energy meeting so that they are ordered in time for people requesting at surveys. **AP – NS**
- iii. Upcoming events- NS and TM to do Local Food Festival
- iv. Meeting venues have been changed to village halls.

### 2. CaRB Project

- a. Update- TM will be reporting back as the CaRB project manager. Paperwork has all been completed confirming CCF Funding. TM met with Andy McKie to establish how finances will work. TM will make monthly claims, the first of which will be substantial to have wages in place in advance.

Appointments- TM has sent letters round the team. Partnership agreements have also been made. Hamid is writing a letter appointing TM. TM is working on extension to contract for LB. First Milestone is to get everyone appointed and we are on target for this.

Programme- this is mapped out in detail up until end of year. This is time for doing survey and other survey related activities. As of next Saturday 19 Sept we publicise the survey and people can start booking on line. Tuesday 22 Sept we have a team meeting with whole survey team. Feedback from this will get taken to next CaRB Team meeting. The survey will then start 1 Oct 2009. TM will focus on surveys of community buildings and apply for funding for the improvement to the village halls which will be the last round of climate challenge funding. There has been Delay in meeting Village Hall committees but things are now in place. The plan is to finalise

data quickly so that we can work on it before year end and start the toolkit. Some work stages will run onto next period.

Discussion around thermal imaging. We are planning to borrow infrared Camera. NS is responsible for this. It was highlighted that the results if this would be a useful tool for community engagement. If there is room in budget there is possibility that we could train 2 people to carry this out.

- b. Community Survey-
  - i. Questions- The survey questions are nearly complete and will be trialled next week with survey team. There are 86 questions in total.
  - ii. LB has confirmed selection with surveyors. TM is putting together basic contracts. Preparations with surveyors begin Tuesday 22 Sept 7.30 Letham Village Hall.
  - iii. Publicity- there has been a positive article in the paper. We are to look into local radio links- **AP LB**. A draft Leaflet has been produced. JR highlighted some potential changes to this which TM will pass onto Katie. **AP-TM LB** looking at T-shirts and badges. LB also to look into Mobile Library. **AP-LB**. LB also to confirm web link for survey leaflet. **AP-LB**
  - iv. Programme- LB and NS met to organise this. Discussion around whether we set blocks of dates for each village. It was agreed that we would but this needs to be made clear in the leaflet. LB and TM to ensure leaflet is updated. **AP- LB, TM**. NS and LB have developed spreadsheet for monitoring surveys and this was accepted. We aim to give surveyors 48 hours notice of work schedule. We need to establish how we get notified when survey completed on line. We would hope to get a report every 2 days. **AP ???**. It is anticipated that after the first week we will have a progress meeting. LB to add to schedule and bring along Tues 22 Sept. **AP -LB**
  - v. Dry Run- TM and NS to find 10 NHTT members to be used for dry run. **AP- NS, TM**
  - vi. **Budget**- TM presented budget for review. All to take away and feedback to TM.
  - vii. **Follow up Letter, power downs, energy diaries etc.**- TM provided update. TM has sent round a draft of follow up letter for reviews by the NHTT Action Groups. People get 2 light bulbs per household. He is liaising with Sitar re power down switches. Energy Diaries- carried forward.
- c. Next Steps- we need to get an accurate address list. LB and NS to follow up with Post Office. LB to sort out website. TM to edit Survey Leaflet Text.

3. Social Enterprise- nothing to report
4. Events & Publicity- This is in progress. Priority is to get Survey Leaflet complete.
5. AOB
  - a. LB to get NHTT on Agenda of CC meetings ahead of TM attending.

Date of Next Meeting: Monday 5 Oct 7.30 Giffordtown Hall