**Three Villages Energy**

**Date 26/2/2021**

**Action Log**

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| **Action**  | **Current status** | **Who** | **When** |
| **Element Energy** |  |  |  |
| * Request for information
 | There is a need to continue to confirm with EE that they have or will get the data required to progress the project. Their data plan needs to be confirmed to ensure a robust approach. | Bob | Ongoing |
| * Draft Heat Maps
 | These are being reviewed. There look to be inaccuracies and we are not sure about the origin of the data. |  | Ongoing |
| * Heat demand information
 | Chris is chasing Ofgem for the information originally promised week beginning 8th February  | Chris | ongoing |
| * Prison heat demand
 | BEIS / MoJ being contacted to see if the MOJ can be persuaded to make Perry Prison part of the project | Chris / Kascha | ongoing |
| * Anglian Water engagement
 | Martin to chase Matthew Pluke to try and get Anglian Water to engage in the project | Martin | On hold while EE exhaust their contact |
| * Utility Maps
 | All forwarded  | Chris / Kascha | completed |
| * Verification of gas connections in Perry and Staughton
 | Details of connections forwarded to the team by EE –verified | Bob/Emma | completed |
| **Line undrawn** |  |  |  |
| * Community engagement work
 | As per plan |  | On going |
| **Community engagement** |  |  |  |
| * March 1st Consultation Meeting
 | Eventbrite tickets being sold |  | ongoing |
| * Mail chimp email system to be set up
 | Done – website link needed | Janet | On going |
| * Brief / presentation for the 1st March
 | Final edit | Janet | done |
| * Copy for the flyer advert and newsletters
 | Needed ASAP | Janet | completed |

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| **Phase two** |  |  |  |
| * Consideration of contracting entities
 | Chris to map out the likely support needed | Chris | 1st Draft completed |
| * Funding plan
 | Chris to start helping with this.Looks like we need £700 - £900k to get to construction stgae |  |  |
| * Adviser and consultant procurement
 | CCC have a framework agreement with Bouygues.South East Energy Hub say we cannot use the framework. This needs to be discussed with the Hub. If we can not use the framework extra resources will be needed.Chris to talk to CCC procurement to see if other frameworks could be used | Chris / Sheryl | Ongoing |
| * Templates for
	+ ITT + terms and conditions + specification
 |  | Kashca | Completed |
| * Draft phase two procurement documents
 |  | Outstanding |  |
| **Other matters** |  |  |  |
| Djanogly virtual meeting 18th Jan | Power point completed, Bob sent to Djanogly.Successful meetingNo response yet | Bob |  |
|  |  |  |  |

**Completed Actions**

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| **Action**  | **Current status** | **Who** | **When** |
| **Parish Council agreement** |  |  |  |
| * Agreement
 |  |  |  |
| * + Tidy up and get to PCs
 |  | Bob/Martin | Completed |
| * Parish Council meetings
 |  | Bob/Ian/Emma | Completed |
| * Finance regulations waiver (Janet)
 |  | Bob | Completed |
|  |  |  |  |
| **RCEF** |  |  |  |
| * Check we have the funding to deliver the project
 | RCEF have promised funding.Checked with EE and they have agreed to take the contract clauses and keep their price | Bob | Completed |
| * Contract not acceptable – marked up and returned – awaiting response
 | Response received from Maxime – with an acceptable contract |  | Completed |
| * Funding Agreement signed
 |  | Bob | Completed |
|  |  |  |  |
| **Element Energy** |  |  |  |
| * Inform EE about funding agreement and get agreement to conditions in agreement
 | Agreed to conditions | Bob | completed |
| * Agree kick off meeting date
 | 15th January / contract agreement to be confirmed | Bob | Done |
| * Sort documents to go in contract
	+ Programme
	+ Proposal
	+ RCEF funding schedule
	+ Review Governance / reporting etc
 |  | Bob | Done |
| * Confirm price and payment schedule
 | EE to confirm | Bob | Done |
| * Put in place Governance
	+ Confirm reports and meetings
 | Kick of meeting held | Bob  | done |
| * Sign Contract
 | Exchange of emailsContract confirmed in kick off meeting | Bob | done |
| **Line undrawn** |  |  |  |
| * Community engagement work
 | As per plan |  | On going |
| **Community engagement** |  |  |  |
| * November publicity
	+ Bob to edit and circulate version without names (Process for meetings main point)
 | Given delay no further publicity was agreed until January 15th copy deadline |  | completed |
| * Plan support needed for Element Energy
 | Discussed in kick off meeting |  | completed |
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