**Three Villages Energy**

**Date 26/3/2021**

**Action Log**

| **Action**  | **Current status** | **Who** | **When** |
| --- | --- | --- | --- |
| **Element Energy** |  |  |  |
| * Anglian Water engagement
 | Martin to chase Matthew Pluke to try and get Anglian Water to engage in the project | EE had a successful meeting with AW |  |
| * Milestone Meeting
 | Technical options and LHD considered. Financial appraisal required. | EE | 12th April 2021 |
| **Line undrawn /** **Community engagement** |  |  |  |
| * Community engagement work
 | As per plan |  | On going |
|  |  |  |  |
| **Phase two** |  |  |  |
| * Funding plan
 | Chris to start helping with this.Looks like we need £700 - £900k to get to construction stage | Chris | Wait until EE’s report on 12th April |
| * 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 cannot use the framework extra resources will be needed.CCC have meeting with South East Energy Hub 26/3/21: CCC have a multi-supplier framework that may be suitable, but it expires at the end of April. A successor framework is anticipated. | Chris / Sheryl | Ongoing |
| * Draft phase two procurement documents
 |  | Outstanding |  |
| **Other matters** |  |  |  |
| Djanogly virtual meeting 18th Jan | PowerPoint completed; Bob sent to Djanogly.Successful meeting.No response yet. | Bob |  |
| Initial feasibility Application for funds | Once heat map and invoices obtained next application for funds needs to be made.EE invoice expected 29/3/21. | Bob | 31st March |
| Other heating options | There is a need to consider heating options other than heat networks, in order to benchmark feasibility study and offer an alternative if heat networks are not viable.26/3/21: Chris has discussed with Sheryl and considered a collective ASHP could prove beneficial.  | Chris / Kascha | Wait until EE’s report on 12th April |

**Completed Actions**

| **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 |
| * 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 | Completed |
| * Draft Heat Maps
 | Revised heat maps supplied |  | completed |
| * Heat demand information
 | Chris is chasing Ofgem for the information originally promised week beginning 8th February  | Chris | Completed |
| * Prison heat demand
 | BEIS / MoJ being contacted to see if the MOJ can be persuaded to make Perry Prison part of the projectContacts in BEIS forwarded to EE | Chris / Kascha | Completed |
| * 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** |  |  |  |
| * Community engagement work
 | As per plan |  | On going |
| * 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 |
| * March 1st Consultation Meeting
 | Eventbrite tickets being sold |  | Completed |
| * Mail chimp email system to be set up
 | Done – website link needed | Janet | Completed |
| * Brief / presentation for the 1st March
 | Final edit | Janet | Completed |
| * Copy for the flyer advert and newsletters
 | Needed ASAP | Janet | completed |
| **Phase 2** |  |  |  |
| * Consideration of contracting entities
 | Chris to map out the likely support needed | Chris | 1st Draft completed |
| * Templates for
	+ ITT + terms and conditions + specification
 |  | Kascha | Completed |
|  |  |  |  |