

- North East Home Insulation Partnership -

Steering Group Meeting

Meeting No: 13  
Meeting held on: 3<sup>rd</sup> July 2007

Deleted: 1

**Present:**

Nicola McGonnell	NM	EAGA	
Aidan Oswell	AO	Tyne and Wear Housing Strategy	
Kate Coulthard	KC	Tyne and Wear LAs	
Daniel Ludgate	DL	Energy Saving Trust Advice Centre	
Phil Toal	PT	North East Housing Board	
Susan Carr	SC	County Durham LAs	
Ian Mansfield	IM	Npower	
Andy Clarke	AC	Northumberland Housing Strategy	
Laura Thomson	LT	Energy Saving Trust Advice Centre	Secretary
Ken Middlemass	KM	NIA	Chair
Joanne Carr	JC	NEA	
Alan Milburn	AM	Warm Zones	
Steve Hunter	SH	Energy Saving Trust Advice Centre	

Agenda Item	Notes	Actions	By whom	By when	Closed
1.	<b>Apologies</b>				
	Joanne Cullum – Energy Saving Trust Advice Centre				
	June Smith - TADEA				
	Alison Swan – British Gas				
	Denise Howell – NEA				
	Lisa Allison – Scottish Power				
	David Siddle – Durham Housing Strategy				
	Mike Mealing – Tees Valley Housing Strategy				
	Clive Fagg is no longer in post at the Northumberland Energy Executive. He sent his thanks to the group and wished continued success in the future. A replacement should be invited, and Clive recommended Alan Clarke.	Invite replacement to join NEHIP	LT	21/08/07	
2.	<b>Previous Minutes</b>				
	The minutes were agreed as a true record of the meeting				
	<b>Matters Arising</b> Problem cavities update: A meeting was held to choose two areas to develop the skills unit for the qualification. South Tyneside Homes and an area of Walker, Newcastle were identified. Scottish Power have agreed to fund the cost of the filling material and funding from the Decent Homes Standard will be used for the cavity cleaning. Once this has taken place the unit for the qualification will be written and accredited.  Housing Strategy Co-ordinators have been invited to join the group. Andy Clarke – Northumberland and Aidan Oswell – Tyne and Wear attended the meeting. Aidan Oswell will not be in the position for long. He suggested inviting Debbie Shearer at North Tyneside as his replacement.  Phil Toal also attended as representative from the North East Housing Board. The NEHIP aims are within the Housing Strategy. This will be endorsed by the North East Assembly on 16 <sup>th</sup> July.				

	<b>Outstanding Actions</b> The NIA meeting is on the 18 <sup>th</sup> July.	Distribute materials and establish baseline figures	KM & LT	18/07/07	
3.	<b>Annual Partnership Event</b> A planning meeting was held to draft the agenda, speakers and aims of the event. A draft agenda was produced. Suggestions were to extend the time allocated for workshops. The workshop topics haven't been finalised but each group will discuss communication as well as one other subject. Another suggestion was to have local authority input on the agenda for example a local authority that was involved in the hotspot marketing. The meeting will be held on the 12 <sup>th</sup> September at Durham County Hall. PT is happy to be involved if he is available as part of a Q&A panel or discussion. The possibility of joint branding invitations was also discussed. A green travel plan for the event/ travel suggestions should also be included in the invitations. Once invitations have been sent out the members of the NEHIP will be responsible for trying to maximise attendance from the group who they are representing.	Finalise agenda and agree schedule with Andy Stephenson  Compile invitation list and send out invitations	LT  LT & PT	10/08/07  10/08/07	
4.	<b>Annual Report</b> An annual report was produced for NEHIP and a draft circulated to be checked for errors. A printed document will be produced by the end of July.  The issue of a budget for NEHIP was raised. The partnership is starting to incur costs for example catering at the AGM and production of an annual report. The costs will be calculated and donations from members requested.	Produce final document  Calculate costs for NEHIP	LT  LT	31/07/07  21/08/07	
5.	<b>Work Plan 07/08</b> Project milestones have now been included on the first page of the document and will be used to structure the NEHIP meetings over the course of the year. The business plan/planning document will be finalised by the end of July.	Final planning document	DL	31/07/07	
6	<b>A.O.B</b> Community Energy Efficiency Fund (CEEF) Funding is available. £6.28 million has been allocated to England. It is for the better integration of area based approaches with Warm Front. There are tight deadlines for bids for the funding. 13 <sup>th</sup> July and 3 <sup>rd</sup> August.				
7	<b>D.O.N.M</b> 21 <sup>st</sup> August				

**Date of Future Meetings:** 21<sup>st</sup> Aug 07, 23<sup>rd</sup> October 07, 18<sup>th</sup> December 07, 19<sup>th</sup> February 08, 22<sup>nd</sup> April 07. 10 a.m. – 12 p.m.

**Location:** NEA, St. Andrews House, 90-92 Pilgrim Street, Newcastle-upon-Tyne, NE1 6SG.