

Energy Saving Trust Advice Centre Stakeholder Meeting  
- The North East Sustainable Energy Network -

Minutes of Key Stakeholders 11<sup>th</sup> December 2006

Meeting No: 3

**Present:**

Ken Middlemass	KM	KNW	Representing the NIA and NE HIP
Gareth Kane	CH	Carbon Neutral North East	Board Member
Caroline Nuemann	CN	One North East	Energy Specialist Advisor
Steve Wilson	SW	NaREC	
Steve Kent	SK	Gateshead Metropolitan Council	NEDEF Chairman
Chris Leek	CL	Community Energy Solutions	
Kate Hatton	KH	NE Regional Assembly	Regional Energy Coordinator
Steve Hunter	SH	Energy Saving Trust Advice Centre	SEC Director
Daniel Ludgate	DRL	Energy Saving Trust Advice Centre	Tactical Manager
Alan Jones	AJ	Energy Saving Trust Advice Centre	CRM Manger

Agenda Item	Notes	Actions	By whom	By when	Closed
1.	<b>Apologies</b>				
	Chris Maxwell - ONE				
	Paul Jackson – Renew Tees Valley				
	David Conner – Newcastle Warm Zone Manager				
	Lorraine Coulson – Northumbrian Water				
	Charlie Henderson – CO2 Neutral Newcastle				
	David Lacey - Community Energy Solutions				
	Lorraine Dobson – Community Energy Solutions				
	Clive Fagg - NREG				
	Alan Milburn - Northumberland Warm Zone				
	Joanne Carr - NEA				
	Kirsty Brown - EAGA				
	Bob Pailor - Environment Agency				
2.	<b>Previous minutes</b>				
	Agreed as a true and accurate record				
3.	<b>Outstanding actions</b>				
	Terms of reference	Follow up leads from meeting with Penny Marshall	SH / DRL	31 <sup>st</sup> Jan 07	
		Seek voluntary sector representation	JC	31 <sup>st</sup> Jan 07	
4	<b>EST Advice Centre Q3 progress</b>				
	Presentation delivered by Steve Hunter. Powerpoint with minutes	none			
5	<b>Evaluation</b>				
	Matt Whitehead of EST evaluation dept unable to attend. Presentation delivered by Dan Ludgate.	Slides to be distributed with minutes	DRL	15 <sup>th</sup> Dec 07	
6	<b>Workplan Market Analysis 06/07 discussion</b>				
	Presentation delivered by Dan Ludgate giving an overview of work and analysis to date.	PowerPoint to be distributed with minutes	DRL	15 <sup>th</sup> Dec 07	
	Discussion took place with stakeholders present on	DRL to arrange 1 to 1	DRL	31 <sup>st</sup> Jan	

	Identified opportunities and threats (word file attached). Short and Long term priorities to be agreed with stakeholders Jan 07	meetings with each stakeholder to build consensus on work plan priorities		07	
7	<b>Energy Demand Executive / EST regional work plan</b>				
	Kate Hatton gave an update on the work of the EDE and future plans to review membership and improve communication.  An update on the EST regional workplan was given. Kate has prepared a paper for submission to the EST. This will go out for comment. Timescales are tight so please comment / provide feedback by the 15 <sup>th</sup> Dec 07	None  Feed projects into paper	All / KH to lead	15 <sup>th</sup> Dec 2007	
9	<b>AOB</b>				
	<b>None</b>				
10	<b>DONM</b>				
	Thursday 22 <sup>nd</sup> February 10 – 1pm (with lunch), 2007, Belasis Business Centre, Billingham		All		