

## **Transition Horsham Steering Group Meeting**

**Sunday 7th October, 2012**

Present: Maggie Weir-Wilson, Alan Sloan, Alison Marshall and Tom Kinally

1. With regard to the "HorshamTogether" project, the steering group watched the dvd from the PlanLocal resource pack entitled "Managing a Community Project". This gave rise to a discussion about the steps involved in conducting a community consultation, an "energy descent action plan" (EDAP) for Horsham, the Localism Bill and the activities of Transition Bristol and Transition Totnes. It was agreed that TH should work on an EDAP for Horsham and use the plan from Transition Bristol as a template. Tom will contact HDC's Emergency Planning Officer to propose an EDAP as part of HDC's emergency plan.
2. Alison proposed we plan the Eco-Fair for 13th or 20th April 2013 and that we initiate a project in schools regarding low carbon, the results of which would be presented at the Eco-Fair.
3. It was decided to postpone the steering group meeting planned for 3rd November until 4th November starting at 2.30, with a view to preparing for a full workshop of all interested members on 1st December from 1pm to 5.30pm.
4. The steering group also watched the PlanLocal dvd entitled "A solar photovoltaics project in West Oxford". This was an inspiring report about a charity created to project manage the installation of a PV plant on the roof of a school. It went through the steps taken by the charity, namely:
  - a. a survey of schools in the area of West Oxford,
  - b. the selection of the school,
  - c. an open day with the community,
  - d. multiple networking,
  - e. the preparation of a planning application showing a scaled plan of the roof and the precise layout of the solar modules
  - f. heads of terms describing the lease of the roof by the charity from the council and the entry of the lease in the land registry
  - g. the lease agreement describing i.a. what happens if the parties want to terminate the contract before its expiry after 25 years and what happens when the agreement expires.
  - h. insurance
  - i. benefits, e.g. reduced electricity cost for the school; renewable energy as part of the curriculum.
5. We then watched the dvd entitled "A rough guide to community projects which reminded us of the basics of project management, i.e.
  - a. Carry out a "skills and influence audit" on potential team members in order to create a project team with the necessary skills;

- b. Network with likeminded groups to build up support;
  - c. Minutes containing a list actions by whom and when;
  - d. Set up sub-groups for raising finance, business planning, model documents, technical planning, communications, website creating and maintenance;
  - e. Design a contact form for the website to capture details of interested parties;
  - f. Choose a good communicator as the project team's spokesperson;
  - g. Prepare a "key facts" brochure;
  - h. Use a centralised project management software, e.g. Drop Box
6. Alison proposed that the title of the meeting planned for 1st December should be "Taking Action for a Low Carbon Horsham" and that the agenda should be:
- a. Solar map project - Tom
  - b. Working group to approach schools and churches to find community roofs - Alan
  - c. Planning the Eco Fair - Rachel and Alison
  - d. Energy descent action plan - Maggie

It was suggested that soup and sandwiches be provided and that each of the steering group members directly contact members they believe will be interested in attending, i.e.

Alan to contact Peter Longley and 3 other member he believes might be interested.  
Tom to contact Brett, James, Louise, Carrie and Trevor.  
Maggie to contact Helen, John Medway, Tim, Alison Cauldwell, Martin Chick and Steve (the designer)  
Alison to contact Chris Morris, Rachel and Liz Thorns

- 7. Maggie and Tom have received a mail from PlanLocal requesting feedback on their use of the resource. They will respond separately.
- 8. The next Community Allotment meeting is at 3.30pm on Sunday 14th October.
- 9. The steering group needs to devise a plan for next year's meetings and activities.
- 10. Rudgwick Apple Day is planned for this Sunday 14th October.
- 11. The next steering group meeting is at 14.30 on Sunday 4th November at the FMH.

TK 16.10.12