

[REDACTED]
(By email)

Our Ref: MGLA230419-0880

17 May 2019

Dear [REDACTED]

Freedom of Information request - Heathview Tenant's Cooperative Solar Power Project

Thank you for your request for information which the GLA received on 19 April 2019. Your request has been dealt with under the Environmental Information Regulations (2004)

Our response to your request is as follows:

1. *The original grant application of the approved grant and any other submitted or associated documents.*

Please find attached copy of the application. Financial supporting documentation such as company accounts are exempt from disclosure under the exception to disclose in Regulation 12 (5)(e) (confidentiality of commercial or industrial information) of the EIR.

2. *All online emails or other digital data associated with the grant application approval.*

Please find attached emails. Please note that personal information (for example officer names) are exempt from disclosure under Regulation 13 (Personal information). Personal information relating to the names and contact details of staff members constitutes as personal data which is defined by Article 4(1) of the General Data Protection Regulation (GDPR) to mean any information relating to an identified or identifiable living individual.

It is considered that disclosure of this information would contravene the first data protection principle under Article 5(1) of GDPR which states that Personal data must be processed lawfully, fairly and in a transparent manner in relation to the data subject. It is considered that none of the conditions allow the processing of the information apply in this case as the subjects have not consented to the use of their data for an alternative purpose (namely disclosure under the EIR).

3. *Minutes of the meeting at which it was approved.*

We do not hold minutes of the meeting with the independent expert panel where each application to phase 1 of the London Community Energy Fund were reviewed and scored.

4. *The finance accounts showing date of payment*

Please find attached the two invoices and SAP payment transactions documents
Two payments were made to Heathview tenants cooperative:

- £1,946.91 on 19 September 2018
- £1,840.00 on 5 November 2018

5. *Who the payment was made out to?*

Payments were made out to Heathview tenants cooperative, vendor number 10028552 on the GLA's payment system

6. *What bank account the payment was made to?*

Payments were made to the bank account entered by Heathview tenants cooperative for vendor number 10028552 when registering on our system. We cannot disclose bank account details

7. *What was the method of payment? Cheque bank transfer BACs or other process*

BACs

8. *Please provide a copy of the digital transaction records for the payment process.*

Please see attached SAP record of transactions.

9. *What was the grant for exactly?*

The grant offer for a total maximum of £12,670 was for development costs of a solar community energy project under phase 1 of the [London Community Energy Fund](#). The grant agreement splits the total maximum payment into tranches which the successful applicant can claim against in areas upon completion of the deliverables achieved against each tranche. Claims are checked by the GLA before payment is approved, and this includes receiving adequate evidence (invoice, reports) for the work claimed for.

In the case of Heathview, they only claimed against their first tranche for a total of £3,786.91 towards feasibility studies of the roof which found that the roof needed repair before being able to withstand solar panels.

The Heathview tenants Cooperative Management Committee then decided not to proceed with developing this solar project further until major roof repairs would be undertaken first. This grant offer was therefore closed after the payment of £3,786.91.

10. *There is its believed to be a further figure that may have been paid of @£6000 during the same period its believed. Is that a component of the above grant, if paid. If not. What is that award for? Please provide all applications details for that grant digital clerical or otherwise. Minutes of meeting where it was approved. To whom? How was it paid? Etc Etc as above details requested. To whom was it paid to? By what process? When? If there was any other grant payments made to Heathview tenants cooperative ltd. IP21857R by the GL or associated bodies please provide all details. This may relate to Energy or Capital Growth or any other funding process from the GLA or its associates that made payments to Heathview tenants cooperative ltd or members of its management committee. Data should include all applications, records, submitted documents, electronic date, clerical data or any other details showing payments made to Heathview tenants cooperative ltd.*

There have been no other payments made to Heathview Tenants Cooperative by the GLA. The only payments ever made are the two payments mentioned above amounting to a total of £3,786.91 under the London Community Energy Fund. We do not hold any record of a payment of £6,000.

If you have any further questions relating to this matter, please contact me, quoting the reference at the top of this letter.

Yours sincerely


Environment, EED team

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at:

<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>

London Community Energy Fund 2017/18: Application Form

Please complete this application form in full. If you do not complete the form, your application will not be considered. Please review the accompanying London Community Energy Fund prospectus before completing your application.

Include your solar project proposal, application form and any additional documents. Please keep all descriptions as brief as possible. List all supporting information you are including with your application and proposal. **You should make one application per project.**

You must apply by **5pm on Wednesday 29 November**.

Please email completed application forms in electronic format (Word or pdf) to: environment@london.gov.uk. Completed forms should be under 30 sides of A4 in length. You can download the application form at: www.london.gov.uk/community-energy-fund.

Please note that decisions to grant funding (if any) are subject to a formal process. You must not rely on GLA support until we have notified you in writing that your application has been successful. Your authorised signatories must then sign and return the funding agreement to us. After that you will be provided with funding.

Any costs you incur and/or to which you commit, including those related to preparing your proposal, are at your own risk.

If you would like to discuss your proposal before sending it to us, please contact us using the email address above.

If you need communication support to help you fill in your application, please contact our enquiries team on 0207 983 4100 to find out about how we can help.

A. Community energy solar project overview

For each of the criteria below please try to keep your response to 300 words.

Project name	Heathview Tenant's Cooperative Solar Power Project
Location(s) of project (including postcode)	Heathview, Gordon House Road London NW5 1LR
London borough(s) where the project would take place	Camden
<p>A short description of the solar project you are aiming to develop including anticipated renewable energy production/size of installation and storage technologies</p> <p><i>Let us know the story so far in developing your project, what you expect to do next, and what you finally hope to achieve. You can give more details later in the form.</i></p>	<p>We wish to install xx solar panels on the roof of our main apartment building and also xx panels on the roofs of our two other properties which are terraced houses. We need to find out whether our roof needs to be modified in any way in order to be able to accommodate the panels. We are particularly concerned about whether the structures that will hold the solar panels in place will impact on the roof. Will it cause leaking etc. Will our roof need to be replaced before solar panels are installed. Is it strong enough to cope with the solar panels. Do we need to change our access etc.</p>
<p>What quantifiable outputs do you expect the final solar project to achieve?</p> <p><i>This can include: generation capacity; energy storage capacity; number of community members engaged; greenhouse gas emission savings per year etc.</i></p>	<p>We expect the solar project to provide power for our communal areas in the building. We also expect it to be able to provide power in the future for tenants that wish to sign up to the project. In addition we want to be a showcase for the local area – encouraging other residents in other buildings to follow our lead. We have already been told by PUNL and two other solar providers that our system can provide the following?</p>

<p><i>Please include units where applicable.</i></p>	<ul style="list-style-type: none"> • A solar array of 30 kW on our main building with approximately 5Kw on each of our two other properties • At least 12 tonnes of CO2 emissions avoided • the supply of electricity to Heathview and tenants at 10-30% discount to importing depending on the financial model. • Heathview would be part of a pioneering community energy project • Investors to expect a return of approximately 3-3.5% • Heathview savings: £11,000/yr from Y1 Assumed usage: 90 per cent
<p>When do you expect the solar panels to be installed and fully operational?</p>	<p>We expect our panels to be installed and fully operational by Summer 2018.</p>
<p>What support have you received for the project? This could include landholder/building owner consent and other permissions obtained. It could also include advice from other community energy groups or local authorities. Secured funding should be mentioned in Section D.</p>	<p>The management committee have contacted Sanford Housing Co-operative and asked them for advice. We have consulted with Power Up North London an incorporated Community Benefit Society and two other solar panel providers who have provided us with an outline of what a roof our size (facing south etc) can expect to provide. We have visited PUNL's project in St. Ann's Church in our neighbourhood.</p>

B. Contact details and experience

<p>Name of applicant organisation</p>	<p>Heathview Tenant's Cooperative</p>
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Address of organisation (including postcode)	Gordon House Road London NW5 1LR
What is the purpose of your organisation? (Please limit to 100 words)	We are a fully mutual housing co-operative providing homes to people in housing need. We have 59 homes – 55 in our main building and four other homes in two terraced properties nearby. We are a registered social landlord and provide homes to people from Camden Council housing register.
What experience do you have of working with the local community where you are proposing to deliver your project? (Please limit to 100 words)	We are a fully mutual housing co-operative in the heart of Camden. We work closely with our local community. For example this year we organised a very large community street festival to celebrate our 40 th anniversary as a housing cooperative, along with the 30 th anniversary of Mortimer Terrace Nature Reserve which we support, and St. Anargyre Greek Orthodox Church. This event was coordinated with two tenants and residents associations representing several hundred homes and many other residents in our area.
Has your organisation delivered a community energy project before? If yes, please give a brief overview of completed projects. (Please limit to 300 words)	Not in relation to solar power. We have designed and self-built two bike shelters to help and encourage our tenants to cycle more instead of using cars. Tenant members have also designed and self-built a large rotating composter and wormery for our communal vegetable and wildlife garden. Tenant members have also supported other similar projects in our neighbouring wildlife reserve helping to build a pond, a hedgehogery, an insect hotel, and a shed made entirely of left over wood lit by plastic bottles filled with water. We have discussed solar panels many times but have faced challenges finding funding. This initiative will allow us to fund the expertise we require to ensure the project is carried out to the highest standards.
Name of main contact person for the application	[REDACTED]
Position held	[REDACTED]
Address (if different to organisation)	[REDACTED]

Telephone number	[REDACTED]
Email address	[REDACTED]
Alternative/secondary contact details	[REDACTED] Chair Management Committee Heathview [REDACTED]
Who will manage the development of your project?	[REDACTED]

C. About your community group

Legal status of community group (for example registered charity, ltd company, partnership)	Heathview Tenant's Co-operative Housing Corporation Reg. N. C2390 Co-operative and Community Benefit Societies Act 2014 Reg. No. 21857R
Charity and/or registered company number (<i>if applicable</i>)	Co-operative and Community Benefit Societies Act 2014 Reg. No. 21857R
VAT registration number (<i>if applicable</i>)	
Full registered address, if different from the contact address above	
Date community group established	August 1977

D. Project proposal

For each of the criteria below please try to keep responses to 300 words.

<p>Please describe what initial technical feasibility assessments have been carried out so far, and potential issues that have been considered or addressed. For example, potential grid connection issues, landowner agreements for site use, planning permissions etc.</p>	<p>We have consulted with Power Up North London and solar panel installation companies who have visited the site. We are in a conservation area but are not a listed building. We are aware that the draft neighbourhood plan for the area requires that solar panels are not visible from the street and are able to do this. We have a large flat roof with access via a fire escape and will not need to use the whole roof for this project.</p> <p>The chair of the housing cooperative management committee is also a member of the Neighbourhood Forum so is able to liaise to ensure compliance with planning requirements.</p> <p>Preliminary visits from PUNL and solar panel providers seem confident that there would be no issues with grid connection. All of them have told us that the project is very viable but we are still lacking full details which is why we are applying for this funding.</p>
<p>Explain how the funding will be used to achieve the objectives of the London Community Energy Fund (as outlined in Section 3 of the prospectus). What outputs will the funding help deliver? You can provide an outline business plan here. Please state how any revenues generated from the solar installation will be used, including innovative mechanisms to pay back public sector grants</p>	<p>We can complete the proposed project development work by 30 April 2018. Our development proposal includes all the work necessary to get a community energy project 'investor ready' (ready to be financed before moving to installation phase) before this deadline.</p> <p>We can demonstrate the support we have through the stages of project development using public consultation, detailed feasibility studies and expert advice.</p> <p>Our development work will be carefully costed, as coop members we are always very careful with money – we need to be to protect our tenants.</p> <p>We think our costing reflects an efficient use of the funding, because we will also be benefiting from cross-networking by promoting the community development via a cooperative conference and other community events – the costs of which will not be borne by this funding application. As cooperatives we rely on a lot of unpaid labour – this means this project benefits from our ability to hold lots of meetings, convene working groups and fill out forms etc – all of which are of great financial value but are at no cost to this application.</p>

	<p>We can provide a clear plan to move from project development to delivery phase before summer 2018. We have included details of the costs and benefits of the proposed project, how it could be financed (including potential for collective purchasing to realise economies of scale) and how the key stakeholders will be engaged. We can demonstrate the additional benefits the proposed solar project will bring to local people through local renewable energy generation but also through improving local resilience.</p> <p>We are happy to participate in a mechanism where we visit new sites and speak about how our project in a way that effectively reduces future costs – maximising impact by sharing learning and knowledge. These are key cooperative principles.</p>
Explain specifically what extra skills, advice or expertise are required and how the funding will assist. Consider gaps in the community group's capacity to develop the project proposal including engaging key stakeholders	<p>We need to ensure our roof is in a good enough condition to install solar panels – and ensure the panels will be fixed securely without any leaking. We do not know if there is an issue with the roof unless we open it up. We need to know if the roof is in a good enough state to install solar panels on it.</p> <p>We need advice from roofing experts, including an architect and surveyor in this regard. Also electrical experts to assess the best method to connect the panels to all the residents.</p> <p>We also need help in engaging our key stakeholders – the tenant members living in the 59 flats we have. We need help effectively communicating the whole process to our members so they will all support it and understand the benefits.</p>
How have you considered joint procurement with other organisations including community energy groups or local authorities? If you have not please state why	<p>We have discussed different options with PUNL and were very keen to work with them which we will continue to do. Unfortunately we discovered that their shareholder structure had compatibility issues with our membership structure so we realised we were unable to enter into joint procurement. They are very important to this proposal though and we are still keen to work with them as our consultants, and would we can encourage other groups to work with them as a result of seeing us complete our solar project.</p>
What community engagement have you	<p>We have had several meetings with PUNL which have been open to all members. We have discussed the issue at</p>

<p>already undertaken for your project?</p>	<p>management committee meetings (open to all members to attend as observers). We have set up a special roof solar panel working group headed by tenant member [REDACTED] that is ready to liaise and coordinate the feasibility study. We are also organising an open meeting for all members next week.</p>
<p>How will you share the experiences gained from your project to inform and inspire others?</p>	<p>We will produce short videos and take photos of the study so we can document the process on our website www.heathviewcoop.org and social media. We will ask the neighbourhood forum to include details and use it in their neighbourhood plan alongside PUNL's St. Ann's Church project as an example of community energy in our neighbourhood. We will notify local press.</p> <p>We will promote this initiative all other events we are organising including a community street festival and a London wide Housing Cooperative Conference which will take place in March 2018. We would also visit other housing cooperative in London and any other sites interested in starting a similar project and speak about our experience (and show photos and videos etc) in order to maximise impact by sharing learning and knowledge. These are key cooperative principles.</p>

<p>Outline the project plan including timescales and key milestones. This must include estimated progression to solar project delivery, following the development of a strong project proposal.</p> <p>Community energy projects that can be completed by summer 2018 will help to better inform how we develop the London Community Energy Fund. All installations must aim be finished by the end of December 2018</p>	<p>January 2018</p> <p>Meeting with PUNL to revisit their initial prospectus and agree order of next events.</p> <p>Feasibility Study and community engagement and consultation (for tenant members initially) We will submit our planning application as soon as we have all the required information)</p> <p>February 2018 completed architect design and begin to promote on social media using designs. Initiate all paperwork (EPC, legal agreements etc</p> <p>Use of designs and other materials as part of wider community engagement and London-wide cooperative conference (end of March 2018)</p> <p>April 2018 Procurement and finalise details with installer. Begin preparing main roof for installation.</p> <p>May 2018 – Install panels on two other hours. Connect up all tenants to panelsJune 2018 Complete installation.</p>
<p>What are the five main risks associated with the project development and how do you propose to manage these risks? Please include details of any permissions that will need to be secured to deliver the final project</p>	<p>One main risk is not getting enough tenants to sign up to the initiative to ensure all members benefit as much as possible. We need to ensure that we engage tenants and they are fully aware of all the benefits.</p> <p>Another possible risk is the condition of the roof and how it will impacted by solar panels – we need to ensure we have a full structural report – which will also be an essential piece of evidence for our tenants.</p> <p>Design and appearance. Although we are not a listed building, Heathview is a great example of 1930s architecture. We want to make sure the project does not take away from the aesthetic and appearance of our building which is something our tenants are very proud of. To do this we need to ensure that design and appearance are central to our project.</p> <p>Maintenance of the panels and batteries – we need to make sure they are easily accessible for maintenance and we are</p>

	<p>also able to take advantage of forthcoming improvements in energy storage. This is why we need to commission an architect to help ensure access is built into the project.</p> <p>British weather. We do have a south facing roof but can't do much about our grey skies.</p>
Amount of funding support requested from the Mayor (£)	£12,670
<p>Please breakdown estimated total costs of the project <u>development</u> work (£) required to make the project happen. How has this figure been derived?</p> <p><i>Please include an estimated total, noting this does not include final delivery of the project</i></p>	<p>£100 Planning Application to Camden Council</p> <p>£1650 Technical feasibility structural survey carried out by installer for main roof and for our two other houses.</p> <p>£2750 Legal Agreements fees for paperwork required to establish contractual arrangements that Heathview will need to set up so they can be responsible for and manage solar panels (e.g PPA)</p> <p>£1750 Community consultation Our engagement strategy goes beyond our immediate membership and even beyond our local and immediate community. We would want to commission and produce interesting and innovative engagement materials and events (so will need venue hire plus refreshments) plus cost of promoting events via social and other media. We want to promote the idea of community energy solutions at several community events we are organising next year, including a street community festival in our neighbourhood and a forthcoming housing cooperative community conference which will be attended by representatives from over 200 housing coops in London.</p> <p>£150 EPC – get an up to date one</p> <p>£170 Register with Distribution Network Operator</p> <p>£2500 Consultation fees for PUNL to advise and oversee feasibility process</p>

	£3600 Architects drawings for innovative design and access etc
What other sources of finance have you identified to develop your project? Please indicate any that have been secured	We have not identified other sources yet but do tend to do a lot of activities without cost which represents considerable cost savings over time.
Indicative <u>capital</u> cost of the solar installation (to be completed by the end of December 2018)	£60-80,000 depending on whether it is just our main building or also includes our two other houses.
Please outline how you expect to raise capital funding to deliver the solar installation, including any funds already secured (e.g. committed through crowd-funding or grants)	We will ask our management committee to invest. We will look for secondary funding from the GLA and other organisations that support environmental initiatives. We will also ask our members to support the initiative and explore financial models that allow for this in keeping with our cooperative principles and values.

Please include any maps, designs or photographs that will help to illustrate your project.

Please label and list the supporting information (drawings, photographs, etc.) you're including with your application. Attach a separate document if necessary. Email attachments should not exceed file size of 20 MB.

E. Contact with us

How did you hear about the availability of grant funding?	From PUNL and also Leoni Cooper Assembly Member
If you have discussed your activity with any of	Leoni Cooper Assembly Member

our staff, please tell us their name (or names), if you know, and the team they work in	
If you are related to or have any contact with any of our staff, please tell us briefly about your relationship with them and their name (or names) and the team they work in	I am not related to any of your staff. None of our members are either as far as I know, or any of our staff.

F. Meeting equality aims

<p>Please describe how your proposed actions reflect your duties under the Equality Act 2010</p> <p><i>(e.g. how the process surrounding your project development is transparent and accessible to all)</i></p>	<p>We will carry out an Equalities Impact Assessment to ensure our process reflects our duties under the Equality Act 2010.</p>
<p>How will the project be accessible to community members?</p> <p><i>(e.g. how can anyone get involved in the project, and community members benefit equally)</i></p>	<p>Via our website and regular meetings of the working group that is open to all members. A final vote via an SGM will also be offered.</p>

Describe how you intend to use the funding openly and equitably, and how this will be monitored (where applicable)	We will keep an accurate record of all our income and expenditure as we have to do for all our spending. This will be published in our financial reports and be included in our annual audit (which is presented to our AGM).
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More information on the GLA's approach to diversity and values can be found here:
<https://www.london.gov.uk/about-us/jobs-and-working-city-hall/diversity-and-our-values>

Supporting documents

Please also enclose the following with the completed application form:

- copy of the most recent audited accounts OR a statement of your organisation's turnover, profit & loss / income & expenditure and cash flow position for the most recent full year of trading / operations where this information is not available in audited form
- a reference from at least one previous grantor including contact details, if your organisation has previously received a grant
- copies of your governing document (for example articles of association) if applicable

We reserve the right to require further information upon request.

Data protection, freedom of information and transparency

You must ensure you meet the requirements of the Data Protection Act 1998 and our data protection policy, available at www.london.gov.uk.

As a public authority, we are subject to the Freedom of Information Act 2000. That means unless a relevant exemption applies, we will release any information we hold about this programme to those requesting it.

We are committed to openness and transparency at City Hall (www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/openness-and-transparency). That means we will publish a range of information held by us relating to this programme. This includes grant agreements, targets, performance and spending information and other data. Successful bidders should meet this commitment too, by making available information to us so we can publish it and respond to specific requests.

Declaration

By signing this application form, you agree to the following:

1) We will use this application form and the other information you give us, including any personal information, for the following purposes:

- to decide whether to award funding to your project
- to provide copies to other individuals or organisations that are helping us assess and monitor support. After we reach a decision, we may also tell them the result of your application and, if appropriate, why we did not offer you support
- to hold in our database and use for statistical purposes
- if we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of funding and the activity it was for. This may appear in our press releases, in our print and online publications and in the publications or websites of any partner organisations who've funded the activity with us.

2) You have read the GLA data protection and freedom of information policies. You accept how we generally plan to treat your application and other related information if someone asks to see it under the Freedom of Information Act 2000.

☐ Tick this box if you consider that we should treat your proposal as confidential information*.

☐ Tick this box if you consider that we should treat your financial information, such as your budget and any business plan, as confidential information*.

☐ Tick this box if there is any other information you have given us you consider to be confidential. You must tell us what that information is and tell us your reasons below or in a separate letter. If you are sending us a separate letter, please write 'letter included' below*.

* NB: The GLA is subject, as noted above, to the Freedom of Information Act 2000 and the Transparency Commitment. We retain ultimate discretion in determining what information may be released and/or published pursuant thereto.

To the best of my knowledge, I confirm that the information supplied on this form is correct and complete. If successful, our organisation will use the funding only for the purpose shown in this application. We will meet all of the terms of the attached agreement to any funding offer that is accepted.

Signature: (<i>electronic signature acceptable</i>)	
Name (please print):	
Position:	Chair Management Committee
Date:	29/11/2017

Other formats and languages

For a large print, Braille, disc, sign language video or audio-tape version of this document, please contact us at the address below:

Public Liaison Unit

Greater London Authority
City Hall
The Queen's Walk
More London
London SE1 2AA

Telephone **020 7983 4100**

www.london.gov.uk

You will need to supply your name, your postal address and state the format and title of the publication you require.

Paul Robinson

From: [REDACTED]
Sent: 08 December 2017 09:42
To: [REDACTED]
Subject: FW: application for London Community Energy Fund

FYI

From: [REDACTED]
Sent: 07 December 2017 12:13
To: [REDACTED]@london.gov.uk>
Subject: Re: application for London Community Energy Fund

Hi [REDACTED]
Thanks for your email.

To answer your question Camden doesn't own the freehold for Heathview but we do house people from their list because they gave us a grant to help set us up many moons ago.

Reference below from our last grant. They weren't sure what to write so let me know if you need any extra information and they said they are happy to add more details:

Best wishes
[REDACTED]

Hi [REDACTED]

Haven't done a reference like this before so hope this is ok:

"VAC administered the Camden Community Festival Fund for Camden Council where the Heathview Tenant's Cooperative had applied and successfully obtained a grant of £2050 for the Parliament Hill Party which went very successful, for this grant they were then asked to sign an agreement and send over an invoice which was done swiftly. Once the festival is complete they are then required to fill in a monitoring for on how everything went which was completed in as much detail as required."

If there is something that they wanted mentioned in the reference let me know and I will add that piece of information in.

*Hope this helps
Kind Regards*
[REDACTED]

[REDACTED]
[REDACTED]
*Voluntary Action Camden
29 – 31 Hampstead Rd
London NW1 3JA*

[REDACTED]
Web: www.vac.org.uk / www.onecamden.com

VAC on Facebook:

www.facebook.com/voluntaryactioncamden

Follow us on Facebook

Follow OneCamden on twitter

VAC now runs a rolling annual membership system - if you have not had a chance to renew your membership yet or would like to join for the first time - please call us today for more information.

VAC is a fully accessible venue

!! Before you print think about the ENVIRONMENT

Voluntary Action Camden Registered Charity Number 802186. Company Limited by Guarantee. Registered in England No. 2388150

Registered Office 29 – 31 Hampstead Rd, London NW1 3JA

On 4 Dec 2017, at 16:43, [REDACTED] <[\[REDACTED\]@london.gov.uk](mailto:[REDACTED]@london.gov.uk)> wrote:

Hi [REDACTED]

Thanks for your application to the Mayor's LCEF. Could you please clarify a couple of quick questions for me, preferably before Thursday?

Firstly, does Camden Council own the freehold for Heathview? If so have they been approached about the project already? Apologies if I missed this information in the application form?

Secondly, are you able to provide a reference from a previous grantor? If this is not possible (e.g. Heathview have not received a grant before, grantor no longer exists etc) can you provide a reference from an organisation Heathview have worked with on a community project (not necessarily energy-related). It can just be short, with a brief outline of the project.

Kind regards

[REDACTED]

[REDACTED]
Principal Policy and Programme Officer, Environment
Development, Enterprise & Environment
Greater London Authority
City Hall, The Queens Walk, London, SE1 2AA

[REDACTED]
Web: www.london.gov.uk / Switchboard +44 (0)20 7983 4000
Follow us on Twitter @ldn_environment

-----Original Message-----

From: [REDACTED] <[\[mailto:\[REDACTED\]\]](mailto:[REDACTED])>

Sent: 29 November 2017 15:01

To: Environment <Environment@london.gov.uk>

Cc: leoni.cooper@london.gov.uk; [REDACTED] <[\[REDACTED\]](mailto:[REDACTED])>; [REDACTED]

Subject: application for London Community Energy Fund

Dear GLA

Please find our application for your London Community Energy Fund attached. In addition our rules (which are currently being updated) And our recent accounts report.

Best wishes



Chair
Heathview Tenants Cooperative
London NW5 1LR

This message has been scanned for viruses by the Greater London Authority.

Click

<https://www.mailcontrol.com/sr/EioUuNjtY!PGX2PQPOMvUnWT5wH6X0A!dBc+bcrTckLdAfvS6Tb5cuOvdVikOFS6jdj76Mi!AxYAXoNDtAu6BA==> to report this email as spam.

#LondonIsOpen

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The information in this email may contain confidential or privileged materials.
For more information see <https://www.london.gov.uk/about-us/email-notice/>

Paul Robinson

From: [REDACTED]
Sent: 11 December 2017 16:48
To: [REDACTED]
Cc: [REDACTED]; [REDACTED]
Subject: RE: application for London Community Energy Fund

Dear [REDACTED]

Many thanks for the information below. Please could you come back to me with any remaining information by close of play Wednesday 13th December.

Kind regards,

From: [REDACTED]
Sent: 11 December 2017 15:46
To: [REDACTED]@london.gov.uk>
Cc: [REDACTED]
Subject: Re: application for London Community Energy Fund

Dear [REDACTED]

I can answer your questions briefly here - and have just spoken with PUNL regarding their role so we can answer that in more detail when they have got back to us.

1. Roles and Responsibility - Heathview will project manage the overall project via its management committee and staff (our housing manager) in terms of installation of solar panels, architects plans, member engagement and supply to people's homes.

I've just been in touch with PUNL to ask them to supply further details of their role and they say they will get back to us as soon as they consult with their board.

2. Our rational for managing and delivering this project ourselves (rather than PUNL) was

- a) because of the potential for structural overlap between our management and theirs. As a coop we have a Management Committee and members - so we already have a system in place capable of managing and delivering projects. Project management will be more efficient and less costly because we won't have to consult with our members, our Management Committee, installers etc AND then do it all again with the PUNL board (see point 1).
- b) Heathview is part of the London Cooperative Housing Group a tenant member group liaising with housing cooperatives across London. We would like to use our feasibility study and subsequent installation as a template so that other housing coops can follow and also do something similar - and they are spread out all over London, not just North London.
- c) Members of our cooperative have a great deal of professional experience we can draw on to manage this project. For example I am chair of the Management Committee. I am also an academic (geography) and I have had a lot of experience managing grant income. I have applied for and managed four research grants since 2006, at a range of levels, including one for over £400,000 (from the Economic and Social Research Council) . Other members of the cooperative also have a great deal of relevant experience and are keen to be involved.
- d) It is our roof and members have told us they would be more reassured if we are responsible for it.

3. Architects drawings - this cost is for tender and submission of drawings for planning permissions. Heathview was built in 1938 and we are in a conservation area. We need to convince Camden and our members that the overall aesthetic and roofscaping of the building will be carefully considered and looked after. The architect will need to liaise with the solar panel installation team, the structure surveyor/engineer and PUNL etc to ensure planning

conditions are discharged. We are being advised on this process by local architect [REDACTED]

[REDACTED]

Let me know when you need the remaining information

Best wishes

[REDACTED]

On 11 Dec 2017, at 12:23, [REDACTED] <[\[REDACTED\]@london.gov.uk](mailto:[REDACTED]@london.gov.uk)> wrote:

Hi [REDACTED]

Thanks again for your application below to the LCEF. We just have a few questions / clarifications:

- . Please detail roles and responsibility between PUNL and the Heathview Tenant's Co-operative Housing Corporation. How will do what in this project?
- . What was the rationale for not having PUNL manage and deliver this project?
- . In your cost breakdown, you include £3,600 for architects drawings. Could you give more details and explain why an architect's involvement would be required in this project?

Kind regards,

[REDACTED]

-----Original Message-----

From: [REDACTED] <[\[mailto:\[REDACTED\]\]](mailto:[REDACTED])>
Sent: 29 November 2017 15:01
To: Environment <Environment@london.gov.uk>
Cc: leoni.cooper@london.gov.uk; [REDACTED]

Subject: application for London Community Energy Fund

Dear GLA

Please find our application for your London Community Energy Fund attached. In addition our rules (which are currently being updated) And our recent accounts report.

Best wishes

[REDACTED]

Chair
Heathview Tenants Cooperative
London NW5 1LR

Paul Robinson

From: [REDACTED]@hotmail.co.uk>
Sent: 15 December 2017 10:24
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: LCEF application - Heathview
Attachments: LCEF - Heathview clarifications.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear [REDACTED]

Please find attached our responses to clarification questions in relation to Heathview's application.

I am responding on behalf of [REDACTED] as she is travelling.

Do let her or I know if you have any further questions.

Kind regards,

[REDACTED]
Power Up North London
[REDACTED]

From: [REDACTED]@london.gov.uk>
Sent: 14 December 2017 15:33:40
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: LCEF application - Heathview

Hi [REDACTED]

Apologies for the delayed response, I've been in meetings.

Yes, if you could send over your response tomorrow that would be great.

Kind regards,

[REDACTED]@hotmail.co.uk]
Sent: 14 December 2017 12:00
To: [REDACTED]@london.gov.uk>
Cc: [REDACTED]
Subject: LCEF application - Heathview

Hi [REDACTED]

[REDACTED] has asked me to contact you about Heathview's LCEF application and costs allocated to Power Up North London.

I will send over a response on this tomorrow. Unfortunately I won't be able to send it sooner than that and hope that is OK?

Kind regards,





Power Up North London



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Paul Robinson

From: [REDACTED]
Sent: 19 January 2018 15:41
To: [REDACTED]
Cc: [REDACTED]
Subject: Heathview Tenant's Cooperative Solar Power Project application to the LCEF

Dear [REDACTED]

Following my call yesterday, I am writing to confirm that Heathview tenant's cooperative has been successful in its application to the London Community Energy Fund for its Solar Power project. Well done again!

As mentioned we would ask you to not mention this publicly until we have made a wider public announcement. This will be done once we have received all of the signed funding letters back and we would then be able to announce details of the successful projects.

In the meantime, please provide us with evidence of an agreement in principle from the landlord/landowner stating that they are in principle agreeable to letting your group install solar panels on their property (subject to the findings of feasibility assessments etc) . We require this in writing from the landowner addressed to the GLA – an email addressed to me is fine. We would be grateful for this information within the next seven days (by 26/01) so we can press ahead completing funding letters and finalising project timescales.

You were going to find out whether you would require an upfront payment to get started on this exciting project. If you did, please do let us know as soon as possible and email us the amount required for your project to get started, what costs it will cover and the rationale as to why you would require that upfront payment.

My colleague [REDACTED] (cc-ed here) will be in touch soon to discuss details of the funding letter with you, including devising a schedule of payments for the grant. She will also take you through how to get your group registered on our procurement system so we can raise a purchase order and provide you with funding.

Finally, we would like to invite you to a LCEF networking meeting prior to the CEL meeting on Thursday 25 January 5pm at City Hall. This networking session will precede the CEL meeting (at 6.30pm) in the same room. Please let [REDACTED] know if you and/or other colleagues will be attending and their names so we can let security know . We will send you the agenda in due course.

As Power Up North London is involved in your project and they will be presenting on the 25th about the projects they are involved with, would you be happy for them to present a bit more details about your project to the other attendees (all applicants to the LCEF only)?

And if you wanted to join the CEL meeting, best to get in touch directly with CEL (<http://communityenergy.london/> - [REDACTED]@repowering.org.uk)

I think that's it for now.
We look forward to working with you.

Kind regards,
[REDACTED]

[REDACTED]
Programme Manager
Energy Efficiency Team
Development, Enterprise and Environment
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA
[REDACTED]

Heathview Tenants Co-operative Ltd**INVOICE**

8 Heathview
Gordon House Road
London
NW5 1LR

To:
Greater London Authority
City Hall, The Queens Walk
London
SE1 2AA

Invoice Date: 08/10/18

Invoice Number: 1

Client Reference: GLA

Purchase Order: 3100995870

DUE DATE: 05/11/2018

Description	Quantity	Price
PUNL Report on Solar PV & Private Wire	1	1840.00



£1840.00

Registered Address

8 Heathview
Gordon House Road
London, NW5 1LR

Contact Information

Name:

Phone:

Email:

Payment Details

Heathview Tenants Co-operative Ltd

8 Heathview
Gordon House Road
London
NW5 1LR

To:
Greater London Authority
City Hall, The Queens Walk
London
SE1 2AA



Invoice Date: 22/08/18

Invoice Number: 1

Client Reference: GLA

Purchase Order: 3100995870

DUE DATE: 22/09/2018

Description	Quantity	Price
Fenton Associate Report	1	1800
Data Loggers bought from Eco-Eye.	1	146.91

ACCOUNTS PAYABLE

12 SEP 2018

RECEIVED MG

£1946.91

Registered Address

8 Heathview
Gordon House Road
London, NW5 1LR

Contact Information

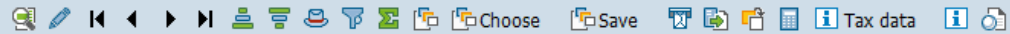
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Phone:
Email:

Payment Details

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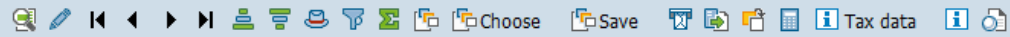
Doc. Number 2000097522 Company Code 2001 Fiscal Year 2019
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 Doc. Currency GBP
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 Doc. Date 05.11.2018 Posting Date 05.11.2018 Period 08
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 Doc. Currency GBP
 Payment Run ID 05.11.2018 - GLABA

Itm	PK	Account	Account short text	Tx	Cost Ctr	Order	WBS element	Amount	Text	BusA
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2	50	180101	1st Outgoing BACS					1,840.00-		

