

## Solar Village Hall

### Brief for Consultants for the Development of a Community Energy Company

#### Lot 1: Commercial Model and Set Up

#### Lot 2: Delivery and Launch of Company

### Overview

Community Action Northumberland (CAN) has received funding from the Rural Community Energy Fund (RCEF) for phase two work to install PV and battery systems for village halls and community buildings across Northumberland.

The project team is now looking for experts to progress the work, to include detailed roof surveys, draw up plans ready for planning applications (where needed) to be submitted, provide costed proposals for each building, and to widen the number of community buildings included.

This phase will also progress the work completed on financial modelling, legal work and governance required to establish and launch a community-benefit vehicle for managing the Northumberland-wide project.

### Background

The first phase of RCEF funding, with additional project costs from NICRE, was completed in January 2022, and included:

- High level feasibility studies investigating the viability of PV and battery storage for 19 community buildings
- Individual reports for each building, including recommended technology type, potential supplier, cost of installation and maintenance, potential carbon savings and financial pay-back time
- A summary spreadsheet for all buildings, showing headline costs, carbon savings and financial pay back time
- Initial research for the process of setting up a Northumberland-wide, community benefit energy company to aggregate the generation of PV from all buildings, and manage the financial, approvals and governance requirements to trade energy for maximum community benefit
- A detailed financial model, using data from the 19 buildings, to establish scope required for a viable project
- Engagement with a wider group of community buildings, interested in joining the project.

Attached to this brief is the summary spreadsheet for all buildings, an example of one report provided to a building, a summary presentation for developing the delivery vehicle, and a report on the carbon and financial savings. Also attached is a list of the buildings included in phase 1.

## Requirements and Deliverables

Phase two of the project is running from May 2022 until February 2023, and will progress the project to a state ready for delivery and installation of renewable energy systems across the community buildings, as well as the set up of the energy company.

The project is split into specific areas:

- Detailed roof-top surveys
- Completion and submission of planning applications for all of the buildings
- **Set up of the community energy company (this brief)**
- Development (with Newcastle and Northumbria Universities) of an energy management system to maximize the potential from the generated power.

### **This brief is for the set up of the community energy company**

There are 19 buildings, including village halls, parish churches and sports halls, across Northumberland that have been included in phase 1 and have high level feasibility studies completed. Phase two will provide detailed work to progress this to make the buildings ready for the installation of PV, batteries and energy management systems. The data provided will include the annual energy generation potential for each building, to build into the financial model.

To ensure the set-up, legal structure, management, governance and on-going development of the delivery vehicle is sustainable and successful in the long term. This phase should culminate in the establishment of the delivery vehicle. As PV/ energy storage is delivered to village halls, the vehicle should be up and running to provide maximum potential reward from the outset. The vehicle should be suitable for new community buildings to join in the future. There are a number of aspects to the legal and governance structure that need to be considered:

- The legal structure for the energy company will need to allow participating community buildings to have an interest and governance input into the company. There will also be a need to consider the company's ability to raise finance to fund the project. Once a suitable legal format is agreed the company will need to be legally constituted and the governance arrangements with the community buildings established.
- A review of the legal titles for the 19 community buildings to flag and issues in respect of restrictive covenants, planning restrictions or other issues that may need to be addressed in the project.
- There will need to be a legal agreement between the energy company and the community buildings to site the generation equipment, the batteries and any ancillary equipment within the community building.
- There will need to be a power purchase agreement between the Community Energy Company and the community building that deals with the supply of electricity to the building.

*The project team is available for discussions about the requirements for this project, as well as sharing the work already completed.*

## Budget

To maximize the effective use of funds, please provide:

- a day rate to complete this work
- an estimation of the time taken to complete the work

## Timeline

Element	Date
Briefs issued	<b>29 April</b>
Closing date for response to brief	<b>18 May</b>
Consultants appointed (all briefs)	<b>23 May</b>
Building Surveys Start	<b>31 May</b>
Building Surveys Complete	<b>31 August</b>
All reports submitted. Planning apps submitted	<b>1 September</b>
Community Company Established	<b>23 December</b>
Financial Model submitted	<b>1 February 2023</b>
Project Completion	<b>23 February 2023</b>

## Project Team

The project is being led by Community Action Northumberland, in conjunction with the Rural Design Centre and the National Innovation Centre for Rural Enterprise, with support from Newcastle University. The consultancies Urban Foresight and Aquatera have been integral in getting the project to this stage.

## Questions and Clarifications

Please email any questions to [liz.gray@ruraldesigncentre.com](mailto:liz.gray@ruraldesigncentre.com) and [andydean@ca-north.org.uk](mailto:andydean@ca-north.org.uk).

The project team would also be happy to arrange video call for further questions or discussions if required.

## Attached Documents

- List of community buildings
- Overview of Phase 1 feasibility
- Example of individual building report
- Aquatera overview document
- Urban Foresight Summary Presentation