Surrey Energy Partnership secretariat: Quarterly Report

June 2023

# Overview

Surrey Energy Partnership was set up in 2019 by the University of Surrey (Cat Reeby). Surrey Climate Commission took on the secretariat service for the Surrey Energy Partnership in February 2023, with funding from the University of Surrey. This report outlines the activities of the secretariat from 20th April to 30th June 2023.

Jacquetta Fewster provides the day-to-day secretariat service provided by Surrey Climate Commission, in close liaison with Cat Reeby (the chair).

# Highlights from SEP

* Following the Steering Committee’s confirmation of ‘Housing energy retrofit’ being a priority area of work (21st March 2023), we convened a new ‘Housing Retrofit for Net Zero’ project group. This kicked off with a workshop on 16th May – our first event of the year. 27 key stakeholders were invited to join, of which 15 were able to attend on the day. It was a positive workshop and this group will continue to meet, linking to the SCC activity (below).
* New links have been built with the Surrey County Council (SCC) Greener Futures Retrofit team (introductions made by Melania Tarquino at the Steering Committee mtg). This resulted in Cat being invited to join the SCC Retrofit Advisory Group, and feed into the development of the SCC / Retrofit Academy training sessions for Surrey businesses (13th – 15th June, Low Carbon Homes Summit).
* SEP (and Surrey Climate Commission) was also invited by Surrey County Council to join as a partner in the Local Energy Advice Demonstrator (LEAD) bid that SCC submitted in May. The bid was successful and SEP along with Surrey Climate Commission and Zero Carbon Guildford will be running a series of workshops and community advice training sessions later in the year. This will form the main project that SEP is involved in this year, and it will engage a wide range of organisations from across Surrey.
* In April the SEP membership was 146 members. As of 27th June, the membership is 166. This is a 13% increase, and it was mainly due to recruiting specific members with an interest in Housing Retrofit.
* The SEP webpages went live on the Surrey Climate Commission website in April. See: [Surrey Energy Partnership | Surrey Climate Commission](https://www.surreyclimate.org.uk/surrey-energy-partnership). This is a very positive step, and provides a platform for SEP news, events and articles, such as the last Chair’s report, Steering Committee details, and recent newsletters.
* In addition, SEP provided a letter of support to the Uni’s ENoLL application.

# Secretariat key deliverables

1. Steering Committee: arrange, facilitate and minute at least 2 meetings per year. First meeting arranged, facilitated and notes circulated (March 2023). The next Steering group will be in autumn.
2. Forum: arrange, facilitate and minute at least 2 meetings / events per year. SEP’s first event this year was a workshop on Housing Retrofit for Net Zero, held on 16th May. It brought together a range of energy advice providers and professionals. See attached notes from the meeting.
3. Membership: maintain and grow (by 10%) the SEP membership. Membership has grown in Q2 from 146 members in April to 166 members in June (16% increase since February). This is excellent progress as we have exceeded the KPI for a 10% increase over the year.
4. Communicate information: circulate an e-bulletin to members at least six times per year. The second e-bulletin was drafted and circulated to all members in May 2023. There were two short ‘updates’ sent on 23 May and 26 June, promoting events and Solar Together. In addition, the Surrey Energy Partnership page on the Climate Commission website has gone live – see: [Surrey Energy Partnership | Surrey Climate Commission](https://www.surreyclimate.org.uk/surrey-energy-partnership).
5. Action: encourage and support 1 – 2 sustainable energy projects per year. Note these will link closely to the core activities of the Surrey Climate Commission. Two focus areas were agreed: Housing Retrofit for net zero, and Renewables. The Housing Retrofit group has met at the workshop, and the retrofit project will build on the LEAD bid. Action on this is due to start in August.

# Planned activities for Q3 (July - Sept)

* Third e-bulletin will be drafted and circulated – early July
* SEP will meet with SCC and other partners to develop the communications and outreach activity for the LEAD project.
* The Housing Retrofit group will meet again before Sept and will link into the LEAD energy advice project.
* We will review the need to hold a Summer / Autumn Forum event, depending on the progress of the LEAD project.
* The next Steering Committee meeting will be set for autumn (Sept / Oct).

# Attachments:

* SEP May e-newsletter
* Notes from the Housing Retrofit for Net Zero workshop. May 2023

C Reeby

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