

Date	Action	Comments
23/11/20	Meeting at 11 am with Chris Browne (Chris Browne Builders), Lynne, Bernadette & Alfredo re new heating system.	Discussion on how current system works – or doesn't – and what are our needs.
	Discussed various options: wet system (gas radiators)	Wet system would need a new, up to date boiler and would still require maintenance for that.
	Infra-red radiant system {Alfredo to research to see if there is a Church which has this system, so we can have a look at one in action & take Fr Pawel to look at it.)	Lots of different permutations of these systems, which would do away with a boiler and maintenance costs. Heating water would not be a problem as a small, instant boiler could be fitted.
	Also looked at possibility of replacing boiler for an updated one of the same.	This would be cheaper initially, although the ducting would need to be replaced and an effective cowl fitted. All the vents would need to be cleaned out and some would need to be moved to places where they would be more effective. Maintenance costs for boiler would still be necessary.
	After lots of discussion about which would be better options, Chris is going to provide some thoughts/plans of the better way for us to proceed. He will send to Bernadette who will forward to Lynne and Alfredo. They will meet again with Chris once they've had a look at the options.	Costing may be more than we can afford so we may have to look at 3 phases for this; Phase 1 – Church; Phase 2 – office; Phase 3 – Hall.
23/1120	Alfredo has found a Church in Eastbourne which had a radiant system fitted 2 years ago. They are very happy with it and the warden would let us visit to see it.	Alfredo to contact Fr Pawel to see if he would like to visit the Church and see for himself how the system looks and works.
25.11.20	Not visiting Church in Eastbourne.	May not be the system we will be getting. Waiting for quote from Chris Browne.

27.11.20	Lynne sent email to Tracey Crouch MP requesting information on who we might contact in Government about funding. www.traceycrouch.org.uk	22.12.20 reply received from Conor Noon, Tracey's PA. Directed to Tracey's website where there's a list of possible funding opportunities: Community Project Funding Pots. Conor also said that they had received a copy of the letter to Kwasi Kwarteng MP and would be chasing that up. LP to investigate.
7.12.20	Email from Chris Browne saying product he wanted to use came back with a 'silly' price. Is looking at a different product.	Hopes to have that information later this week. (See 14.12.20)
8.12.20	Lynne sent a letter (recorded delivery) to Kwasi Kwarteng MP asking about possible Government funding for new heating with a low carbon output. He's the Minister of State for Business, Energy and Clean Growth.	
	Lynne sent an email to Roisin McLaughlin & Laura Dudhee requesting the information about Church funders etc that was mentioned during the webinar on 25.11.20. She had asked for it at the time but has not received it.	Paperwork received 9.12.20, including huge file (78 pages) of grants and funds.
9.12.20	Bernadette sent an email to Medway Voluntary Action group (MVA) re a possible grant from them. MVA phoned BL (4.1.21). they are sending her a form to fill in 11.1.21 BL received an email from MVA.	BL phoned them on 18.12.20. They will get back to her in the new year. . 5.1.21 BL received form, completed it and send back on 7.1.21. A call has been booked for 28.1.21 to discuss fundraising.
11.12.20	Lynne & Bernadette met to consider grants and funds and look at heating options.	Some work done on Fundraising Assistance Form for Diocese and identifying possible places to apply for grants from information received from Roisin McLaughlin.

14.12.20	<p>Quote received by BL from Chris Browne, but just for the Church. He quoted £10,000 +VAT to replace gas boiler, replace and extend ducts. He also quoted £17,860 + VAT for Herschel Summit Panel Heaters (infra-red radiant). He said he was going to get a quote from another company for this as he felt this one was too much.</p> <p>12.1.21 BL emailed Chris to see if he has got the other quotes.</p>	<p>After discussion with BL & LP, BL replied to Chris that the gas replacement was not an option; we need a low carbon system with minimal maintenance costs, which would also help to get any funding. She asked that he requote, with the costs in 3 phrases: Church, Hall, Office, hopefully from the new company he was approaching.</p>
17.12.20	<p>LP typed up some of the form for the Diocese and send it to Roisin for comments. 7.1.21 LP sent an email to Roisin asking if she'd had time to look at the form.</p> <p>8.1.21 Email from Keely asking for cost of heating and saying we may be eligible for an Awards for All grant.</p> <p>13.1.21 LP sent another email to Keely.</p> <p>Keely replied back that she is going to put us in for a £10,000 Awards for All grant. She needs LP to complete a form and attach a bank statement from within the last 3 months. LP phoned Tanya to ask for this. No reply, but she left a message asking Tanya to contact her.</p>	<p>Rosin has forwarded form to Keely Tattersfield who is the Funding Support Officer.</p> <p>LP sent an email in reply on same day.</p> <p>Told her that we underestimated number of heaters needed and would be getting another quote. LP to inform Keely of new quote once she receives it.</p>
	LP compared quotes we've already received for heating and did some research on Herschel infra-red radiant	22.12.20 – Tim Clarke returned LP's call. He said that the heaters on the wall are not as effective as the Herschel ones placed higher

	<p>heaters. So far, quote from A C Electricals (UK) Ltd looks like the best one, but the heaters quoted are on the walls or ceiling and are not panels. LP phoned the company to see if they can be panels, rather than long bars. Receptionist said that Tim Clarke would have that information but was out on site today. She would get him to phone LP tomorrow when he's back in the office.</p> <p>LP phoned again on 20.12.20 as she hadn't heard anything. No reply, so she left a message.</p> <p>4.1.21 LP phoned Tim Clarke (07799 627877) (See 12.1.21)</p>	<p>so, if wall ones were used, more heaters would be needed and they would be less energy efficient. There are no cold spots with Herschel as the heat is generated in the same way as a torch generates light; warmest in the middle, and less warm either side. The span of the heat overlaps, so cold spots are eliminated. Special attention has been given to the heaters above the choir areas and those above the Altar, so they don't leak any light if turned off.</p> <p>LP spoke about decommissioning the gas boiler and dealing with the ducts. Tim said he can arrange for that to be done and, once done, we would no longer be using gas so wouldn't have to have that bill. This job would obviously be an additional price. Tim is happy to revisit on 4, 5 or 6 January (will let us know nearer the time) to have a look. He reiterated the quality and dependability of the Herschel heaters. LP to ask him to bring a Herschel heater so Fr Pawel can see it for himself.</p> <p>Hopes to visit on 7/8.1.21, dependent on how work progresses earlier in the week.</p>
<p>22.12.20</p>	<p>LP tried to contact Bryan Hall (Tim Clarke gave her his details as he is known as the 'Grantman' for the South East) but was unable to do so. Message left re grants.</p> <p>23.12.20 Bryan Hall returned LP's call.</p>	<p>The grant is LoCASE – Low Carbon Access the South East. It ran from May to September 2020 and Bryan believes it will run again in 2021. He believes we would be eligible. If successful, we could get up to 40% of project costs from them. We would have to match their funding. We would pay for the project and have the grant repaid to us within 15 days. He sent LP a form to fill in and details of what is covered, but it needs information she doesn't have, so she will contact Fr Pawel. Bryan</p>

	<p>4.1.21 LP sent info re LoCASE to BL.</p> <p>5.1.21 LP posted info re LoCASE on correct form to BL.</p>	<p>doesn't help with the process etc for free but it is a no win no fee basis, usually £250 but for us would be £175 as we are a Church. The money would be payable on receipt of the grant. We would need 2 comparable quotes split into Equipment/Materials etc/ Labour/installation (Min grant £1,000; max £10,000). Bryan is hoping to receive more information about this grant from KCC before Christmas and will forward anything relevant to LP if he receives it, as promised by KCC.</p> <p>Form is PDF and wouldn't open so Word document sent.</p> <p>Info needed to be on correct form.</p> <p>7.1.21 Bryan has received form & sent it to LoCASE for, hopefully, the start of new grant in May.</p>
12.1.21	<p>Meeting with Tim & Teresa Clarke (AC Heating), Fr P, BL, LP & ADV. Tim brought heaters that would be used in various places in the Church so we could assess which would be most appropriate. We realised that we had not covered all areas. Fr P pointed out that heaters are needed in the Sacristy (so we don't get mould/damp on things stored there) and on the Sanctuary. We also identified the wall in area now currently the exit route from Church.</p> <p>Fr P asked ADV to get information and quotes for air conditioning for the Church.</p>	<p>LP asked a few questions and the replies are: 10-year guarantee on the heaters; they don't have a set life span as they are not like light bulbs. It would take about 3 weeks to install all the heating and we would need a room where they could store their equipment while on the job. No maintenance needed, just an occasional dust. Tim can arrange to have the boiler decommissioned. Hive system could be used so that heating could be turned on from an external source. Various thermostats.</p> <p>Tim is going to do an updated quote to encompass all the additions.</p>