

SUSTAINABLE HOME ENERGY STRATEGY ACTION PLAN 2005 - 2008

Action Point and Number	KEY: * identifies projects raised during Officer Workshop September 05. <i>Words in italics identifies new projects included or changes to existing projects since Scrutiny Committee 2006</i>				
	Action	<i>Current position, including how it is to be achieved and the timescale for the activity</i>	Evidence	officer	timescale
RAISING AWARENESS					
1	Continue to support and promote the Kent Energy Centre (KEC) advice service to local residents as a one stop shop for information on energy measures and grants	Kent Energy Centre provide services to Dartford Borough Council and other Kent local authorities as a one stop shop advice service to the public. They provide free, impartial and individual advice covering general information, grants and discounts. Each Local Authority in Kent pays a set membership fee for the advice service	Number of HECs, CO2 savings through installations	Environmental Promotion Officer	annual commitment- 31/3
* 2	Community Neighbourhood Project targeting fuel rich and fuel poor neighbourhoods - within Kent Energy Centre Action Plan	In early 2006 Kent Energy Centre will be undertaking a targeted project in a fuel rich/fuel poor area in the Borough. This will include talks to a local group and school and an energy road show in the area. This is part of the Action Plan agreed with Kent Energy Centre and costs approx £800 from within the current budget. Officer time and Energy Saving Trust (EST) Local Energy Support Programme (LESP)	number of neighbourhood/ people contacted	Environmental Promotion Officer	31/03/06
3	Inform private landlords about energy efficiency discounts available	Information materials ordered from KEC for dispatch early 2006 with updates during following years as appropriate - Officer time	adverts and distribution of materials	Private Sector Renewal Team	31/03/06;
4	Provide presentations and information at the Landlords Forum and Landlord events.	A presentation by the KEC has already taken place and further displays are planned early in 2006. Updates will be provided as appropriate for 06/07 and 07/08 - Officer time and EST LESP programme support	presentations performed. Number of occasions advice delivered	Private Sector Renewal Team	31/03/06;

* 5	Identify opportunities for raising awareness of sustainable energy within regeneration initiatives	Nothing currently happening. Officer time	presentations and information available	Regeneration Team	31/03/07;
6	Promote government and other grants and discounts for the installation of renewable energy systems through various methods including press releases, roadshows and advice	The various grants, schemes etc., are promoted throughout the year at Road Shows, mailings, newspaper articles, website etc., Specific information on renewable energy grants etc., are available, but currently take up is limited and it may be beneficial to undertake a specific project to raise awareness around renewable energy grants - officer time - no additional costs	number of installations, press releases, road shows, advice	Environmental Promotions Officer	annual commitment 31/03
* 7	Encourage DBC officers when visiting homes to provide information on energy efficiency and grants if appropriate.	Private Sector Renewal Team currently promote and provide energy efficiency and grants information. More work needs to be done to identify other staff who could promote grants and energy efficiency - Officer time	number of issued items	Environmental Promotions Officer	31/03/06;
8	<i>Investigate the development of a Welcome Pack</i>	<i>Darthomes propose to develop a 'Welcome to your New Home' pack for all new tenants, which will include energy efficient lightbulbs, tea/coffee etc.... The energy efficient light bulbs will be provided free of charge from EDF Energy</i>	<i>number of light bulbs delivered</i>	<i>Darthomes/ Environmental Promotions Officer</i>	31/03/06
9	Ensure Member briefings include information on Kent Health and Affordable Warmth Strategy	An item was included in Members Information Bulletin covering the Kent Health and Affordable Warmth Strategy along with regular updates. Officer time	evidence of inclusion in briefings	Environmental Promotions Officer	30/09/06
10	Carry out profile raising activities during Energy Saving Week.	For several years Dartford Borough Council have run events during Energy Saving Week. The prime aim being to raise awareness around energy efficiency grants and completing Home Energy Checks. A large number of forms are collected primarily through the use of the Council trailer in Dartford High Street. It is proposed to review Energy Saving Week activities for 2006. During 2005 Kent Energy Centre supported the Priory Centre roadshow at a cost of £200.00 from current budget - Officer time	activities undertaken and promoted	Environmental Promotions Officer	annual event 31/10

* 11	Offer relevant advice to ensure compliance with statutory requirements relating to energy saving measures and planning/building regulations	Links need to be expanded with other departments within the Council - Officer time and Energy Saving Trust (EST) Local Energy Support Programme (LESP) programme support	email contact	Environmental Promotions Officer	30/06/06;
* 12	Present the importance of sustainable energy to management team and linked to corporate and community plans	Kent Energy Centre has been working with Dartford Borough Council to develop this Strategy and along with a variety of environmental groups have been involved in meetings to ensure that energy conservation and renewable energy is included in the community plan. Kent Energy Centre has a worker who is employed to offer support to Local Authorities - officer time and Energy Saving Trust (EST) Local Energy Support Programme (LESP) support	awareness raised	Environmental Promotions Officer	30/09/06;
* 13	Provide information to Members to keep them informed around sustainable energy projects	The Members Information Bulletin will be used to keep Members informed around energy conservation projects. A copy of the annual HECA return to GOSE will be made available in the Members room. A copy of CEN's annual report will be made available in the Members room - officer time and Energy Saving Trust (EST) Local Energy Support Programme (LESP) support	articles in Members Information Bulletin	Environmental Promotions Officer	30/09/06;
14	Complete presentations with external groups on request	The presentations are undertaken as part of the Action Plan agreed with Dartford Borough Council and target different groups of people. Cost £800 from current budget. Officer time	presentations completed	Kent Energy Centre	annual review 31/03
15	Investigate running activities during National Energy Action (NEA) Warm Homes Week	Warm Homes Week 2005 was the 15th annual winter awareness campaign. Its aim is to inform key decision makers on issues of fuel poverty, affordable warmth and to raise awareness amongst fuel poor about the availability of grant aid. Research will be undertaken to assess activity that could be undertaken in 2006. Some funding for activities is available from NEA through a bidding process - Officer time	investigation completed	Environmental Promotions Officer	30/06/06

16	Promote community energy and renewable energy grants available both externally and internally to Dartford Borough Council	DBC along with other Local Authorities promote renewable energy grants externally, although the take up rate has been quite small across the County. However there is potential to promote these grants via other departments within the Council and also promote Community Energy Grants available to community centres etc., Officer time	number of grant requests received	Environmental Promotions Officer	annual review 31/03
SCHOOLS AND EDUCATION					
17	Encourage additional schools to take part in the solar car challenge	Dartford along with other Local Authorities in Kent have funded Kent Energy Centre to run a solar car challenge with key stage 2 (8 - 11 year olds) schools in the Borough. For the last 2 years 3 Dartford Schools have taken part in the Challenge. In 2006 there will be greater links with KEC when sending initial information to schools to encourage more schools to take part. cost £375 from current budget plus KEC obtained other sponsorship from Pfizer and GOSE. Officer time and Energy Saving Trust (EST) Local Energy Support Programme (LESP) support	number of schools involved	Environmental Promotion Officer	annual review 31/03/06;
18	<i>Work with Dartford Youth Council to promote the importance of energy efficiency</i>	<i>Kent Energy Centre are working with Dartford Youth Council to promote energy efficiency and encourage completion of Home Energy Checks. In turn Kent Energy Centre will be collating information on £'s saved and carbon dioxide savings. Kent Energy Centre will report findings to a future Dartford Youth Council meeting</i>	<i>press release, number of HEC's returned</i>	<i>Kent Energy Centre/ Environmental Promotions Officer</i>	31/03/06
19	<i>Investigate and develop activities available to schools around energy awareness</i>	<i>Discussions currently taking place with Kent Energy Centre regarding possible School activities around energy awareness. Proposed projects will be part of the Kent Energy Centre Action Plan for Dartford Borough Council 2006 - 2007</i>			30/06/06

GATHERING INFORMATION					
* 20	Collect and collate information from building control (uniform and Geographical Information Systems (GIS) add to Creative Environmental Networks (CEN) information and present findings to Council.	Contact has been made with CEN and discussions taken place regarding data requirements and specifications. Property Information have examined sources of additional funding for data collection and new software. Require CEN to send the data from the report for analysis by the Council so that this can be combined with current information from Building Control and Housing - Officer time and EST LESP programme support	information produced, report presented. CO2 savings through advice and installations	Property Information	30/06/06
* 21	Develop and use systems that enable the targeting of resources at those dwellings not yet improved.	The statistical information from CEN is to be imported into the current GIS. Current data from Uniform and other systems will be imported as well such as cavity wall data, loft conversions etc.. This process could take 2 to 4 months depending on resources and time allocated to the Project - Officer time	systems identified and used	Property Information	30/06/06
* 22	Investigate the energy rating of all dwellings in the stock and develop systems for keeping this data up to date following improvements	<i>The assessment is carried out annually as it is a BVPI. Currently pulling together information that has been gathered internally and collected externally i.e.. CEN through HECA data gathering - Officer time and possible support through CEN</i>	system created	Environmental Promotions Officer	30/06/06;

23	Review of process undertaken to gather Home Energy Conservation Act (HECA) information	For several years Dartford Borough Council has gathered data for the HECA reporting through distribution of questionnaires with the electoral registration forms in September each year - a quarter of the Borough has been surveyed each year. The completed forms are sent to CEN for scanning and analysis. Follow up mailings which includes energy efficiency information is sent by KEC. The response rate has been fairly good (around 30%). However, it would be useful to research the procedures other Local Authorities take to obtain this information as the data gathering costs are currently funded from the overall HECA budget. HECA data respondents also get general energy efficiency advice which increases HECA ratings. The data gives good information for Hotspots marketing - Data gathering exercise currently costs around £4500 p.a. from current budget. Officer time	review undertaken	Environmental Promotions Officer	30/06/06;
----	--	--	-------------------	----------------------------------	-----------

SEEK TO INFLUENCE POLICY						
	24	Encourage all developments to include increased sustainable energy through design guidance.	Local Plan Review contains policies (Policies NR20 and NR23) requiring appropriate new developments to demonstrate energy efficiency and sustainable drainage systems. These, and the advice within Planning Statements 1 & 22, are material considerations in the determination of any relevant planning application. There is limited guidance in the Kent Design Guide around sustainable energy. Officer time and EST LESP programme support	number of installations	Development Control	30/06/06
	* 25	Identify and train staff to include energy efficiency and renewable energy as part of regeneration strategies	Minimal activity currently happening. Work with Regeneration Team to raise awareness of opportunities available around renewable and sustainable energy. Officer time	evidence of inclusion in regeneration strategies	Regeneration Team	31/03/07
	* 26	Work with the planners and developer to promote a positive approach to the local development of renewable energy systems such as wind solar and bio-fuels.	Planning policy guidance at national and regional level recommend a more positive approach to energy efficiency and renewable energy and this will be explored in the emerging Local Development Framework, subject to ratification by Member involvement. Achievement would be by adoption of the Local Development Framework in 2007.	number of installations	Planning Policy and Development Control	31/03/07;
	* 27	Work on the Local Development Framework to have specifically consider the need for a more proactive policy for renewable energy generation	Planning policy guidance at national and regional level recommend a more positive approach to energy efficiency and renewable energy and this will be explored in the emerging Local Development Framework, subject to ratification by Member involvement. Achievement would be by adoption of the Local Development Framework in 2007.	number of installations	Planning Policy and Development Control	30/03/07

* 28	Energy Strategies required as part of planning applications	Planning policy guidance at national and regional level recommend a more positive approach to energy efficiency and renewable energy and this will be explored in the emerging Local Development Framework, subject to ratification by Member involvement. Achievement would be by adoption of the Local Development Framework in 2007.	number of installations	Planning Policy and Development Control	31/03/07;
29	Provide a system around specific guidance on Renewable energy systems and their use for certain developments.	Development Control: Local Plan Review contains policy (Policy NR22) relevant to the consideration of development proposals employing renewable energy. Criteria used to weigh against other environmental effects of appropriate development. Planning Policy Statement 22 is also a material consideration in determining any relevant planning application. CEN has trained some officers and KCC are funding a project to train elected members. Officer time and EST LESP programme support	number of installations	Development Control	30/09/06
* 30	Look at Corporate plan targets, service plan targets, Look at service plan template and the produce guidance on strategy requirements and encourage achievable targets through these.	Targets around sustainable home energy will be developed as a part of the annual service planning cycle. Officer time and Energy Saving Trust (EST) Local Energy Support Programme (LESP) support	energy conservation and renewable energy included in service plans and corporate plan	Policy Manager	31/12/06;

PROVIDING INFORMATION					
31	Devise marketing plan to enable Hotspots initiative to be supported and developed	Hotspots is an EST Innovation Funded 2 year project. The scheme is administered by CEN on behalf of the Kent Local Authorities. The Scheme uses GIS technology to correlate data from Home Energy Checks and local Authority databases in order to identify neighbourhoods where EnergySmart can be best targeted with a focus on loft and cavity wall insulation. A number of Hotspot mailings are provided free of charge and additional targeted mailing can be requested at a cost. The project has a limited life and will be evaluated. DBC work alongside CEN regarding mailings and press releases. Can purchase additional mailings. Officer time and Energy Saving Trust (EST) Local Energy Support Programme (LESP) support	marketing plan produced	Environmental Promotions Officer	31/03/06;
* 32	Provide residents with high quality information about energy efficiency measures and grants using all media opportunities available Dartford Borough News, The Link and website. Market Kent Energy Centre	The Council website information has been revised during this year and literature is available at reception. Items have been in Borough News and The Link during the year. Publicity Cards with the KEC free phone number have recently been obtained which will be circulated to a variety of sites. These publicity cards will also be provided this year with prescription picked up at Pharmacies. No cost for credit cards - other activities through officer time	6 press releases/articles p.a., 6 road shows p.a., 4 community presentations, number of HECs, CO2 savings through installations, articles for newsletters	Environmental Promotions Officer	31/03/06;
33	<i>Work with Benefits Team to target people receiving benefits to promote energy efficiency measures</i>	<i>Through joint working with EDF energy, the Benefits visiting team propose to distribute energy efficient lightbulbs to people on the appropriate benefits.</i>	<i>number of light bulbs delivered</i>	<i>Benefits Team/ Environmental Promotions Officer</i>	<i>31/03/07;</i>

IMPROVING HOUSING STOCK						
	34	Encourage landlords to participate in the private sector landlords accreditation scheme, including a scheme similar to Energy Housepoints Scheme	This is ongoing with local targets identified within the Current Housing Strategy - Officer time	CO2 savings through installations	Rivate Sector Renewal Team	31/03/06;
	* 35	Investigate the feasibility of assessing sheltered housing accommodation and its energy use, to reduce large energy bill. Produce an options report	<i>To be considered as part of the Supported Housing Review. Through joint working with EDF energy, energy efficient lightbulbs will be made available to people on benefits within sheltered housing. Some works have been undertaken within sheltered housing, however monitoring progress and assessing what still needs to be done needs to be considered along with budgetary implications</i>	recommendations made	Darthomes/ Environmental Promotions Officer	31/03/07;
	36	Increase Standard Assessment Procedure (SAP) rating	<i>The window replacement programme had a significant impact on the SAP rating which rose from 56.2 in 2003/04 to 68.2 in 2004/05, which was upper quartile. Currently working with CEN to identify properties with a low SAP rating so that they can be targeted appropriately</i>	% increase in 3 years	Darthomes/ Environmental Promotions Officer	30/06/06;
	37	Regularly review repairs, maintenance, refurbishment and new build specifications taking into account best practice principles around energy efficiency	<i>Fundamental part of the Decent Homes works programme. There has been a programme of works servicing and installing boilers through contracts with Swale Heating. Activity around boilers, cavity wall and loft insulation needs monitoring to ensure that the Council is installing energy efficiency measures as effectively as possible</i>	annual report on measures for sustainable energy through Darthomes (planned maintenance)	Darthomes/ Environmental Promotions Officer	30/06/06;
	38	Assemble a programme to make all Darthomes stock satisfy the thermal comfort criterion of the Decent Homes Bronze Standard	<i>Fundamental part of the Decent homes programme.</i>	programme provided	Darthomes	30/06/06;

ENGAGE WITH PARTNERS						
	* 39	Maintain and further develop the Coldbusters referral network for locating the fuel poor and matching them to sources of support	One off voluntary training sessions have already been held for staff. For the future we will link it to service plans thereby making it a target for evaluation. This will alert Directors to the training. Line Managers will then identify Officers who must attend the training sessions. The service plans will be renewed in June/July 2006. Officer time	number trained annually, funding located	Environmental Promotions Officer	30/06/06
	40	Investigate further input from external agencies from health and care organisations in the Coldbusters referral scheme	The Coldbusters training was promoted to PCT staff, health action teams, Surestart. 6 staff from the health related sector attended the training session. The number of referrals are monitored by KEC - Officer time	investigation completed	Environmental Promotions Officer	30/09/06
	41	Development and agreement of a Service Level Agreement with Kent Energy Centre around liaison with the Media	A draft Service Level Agreement is prepared and will be finalised during the first quarter of 2006. Officer time	service level agreement in place	Communications Manager	31/03/06;
	42	Be members of Kent wide partnerships for energy efficiency, affordable warmth and renewable energy	The Council is currently an active member of KEEP (Kent Energy Efficiency Partnership). It has also been involved in the Kent Health and Affordable Warmth Steering Group. There is limited involvement in the Kent Renewable Energy Network - Officer time	continued membership of KEEP, KHAWS steering group and Renewable Energy Network	Environmental Promotions Officer	annual commitment 31/03
	43	Ensure the help of LSPs to access the funding available and ensure that it is spent in the most vulnerable communities	The structure of the Local Strategic Partnership (LSP) is currently under review. As a part of the review a new action plan is being developed. This will have a section on Health and Well Being and the issues of sustainable Home Energy will be addressed under this heading. DBC and KEC Officer time	evidence of accessing funding	Policy Manager	30/09/06
	44	To work in partnership with the Kent Energy Centre and others to combat energy inefficiency, fuel poverty and climate change	KEEP is the partnership group looking at home energy conservation, greater links need to be made relating to networks around climate change - officer time and Energy Saving Trust (EST) Local Energy Support Programme (LESP) support	ongoing evidence of partnership working	Environmental Promotions Officer	annual commitment 31/03

45	Work with partners to progress strategy e.g. health sector, fuel supply companies, voluntary organisations	The Kent Health and Affordable Warmth Strategy has a wide membership from relevant partners working towards fuel poverty. Some joint projects have developed from this Strategy. At present it would appear that there could be greater links between fuel supply companies and the council's own stock - Officer time and Energy Saving Trust (EST) Local Energy Support Programme (LESP) support	contact made with partners	Environmental Promotions Officer	31/03/07;
46	Engage with the LSP to encourage adoption of fuel poverty targets, recording existing targets, identifying gaps and ensuring LSP members are informed of projects, progress and opportunities	The structure of the Local Strategic Partnership (LSP) is currently under review. As a part of the review a new action plan is being developed. This will have a section on Health and Well Being and the issues of sustainable Home Energy will be addressed under this heading. Officer time and Energy Saving Trust (EST) Local Energy Support Programme (LESP) support	evidence of LSP adoption	Policy Manager	31/03/07
* 47	Ensure all Local Authority officers with responsibility for health/well being/fuel poverty are identified	Several workshops have been held during the year to raise awareness around energy conservation work in general including grants available, renewable energy for planners etc., However, the involvement from some Departments has been minimal and there is a great potential for joint working on some projects for example targeting people on benefits - Officer time	information given to CEN	Environmental Promotions Officer	31/03/07;
48	Work along side other agencies to develop new projects such as the Pharmacy project and the Kent Did you Know project	Through involvement at KEEP links are made regarding Kent wide activities and CEN projects. Both KEC and CEN regularly apply for funding of new projects which involve limited commitment from LA's but raise the profile of home energy conservation in the Borough - Officer time	projects developed	Environmental Promotions Officer	31/03/07

PLAN AND MONITOR ACTIVITIES					
* 49	Look at the targets and action plan for the Local Strategic Partnership (LSP), raising awareness around fuel poverty in the Borough and developing projects	The structure of the Local Strategic Partnership (LSP) is currently under review. As a part of the review a new action plan is being developed. This will have a section on Health and Well Being and the issues of sustainable Home Energy will be addressed under this heading. DBC Officer and Energy Saving Trust (EST) Local Energy Support Programme (LESP) support	number of projects developed	Policy Manager	31/03/07
* 50	Identify a senior person within the Council as an ambassador of the Strategy and issues.	The Strategic Director is the responsible Director - Officer time and Energy Saving Trust (EST) Local Energy Support Programme (LESP) support	Support for home energy conservation	Strategic Director/Portfolio Holder	31/03/06
51	Report on and revise the action plan annually	Realistic performance indicators and monitoring procedures will be included in the action plan to enable progress to be plotted and targeted activities to be developed - Officer time and Energy Saving Trust (EST) Local Energy Support Programme (LESP) support	monitoring in place and annual report produced	Environmental Promotions Officer	annually 31/03
* 52	Regular agenda item for Senior managers to progress action	This area will be discussed with the Strategic Director and line Manager to ensure co-ordination of work is possible and support given to officers requiring it - Officer time and Energy Saving Trust (EST) Local Energy Support Programme (LESP) support	items included on agenda for discussion	Environmental Promotions Officer	31/03/07;
53	Review activities undertaken on behalf of Dartford Borough Council by Kent Energy Centre	Each year an action plan is agreed with Kent Energy Centre relating to the work they will undertake on behalf of Dartford Borough Council. This is in addition to the free phone helpline service they provide. For the year 2005/06 a budget of £5000 has been set for the work provided by Kent Energy Centre. With limited resources available it is important that this money is used effectively within the Borough to reach a high number of residents - Officer time	review undertaken	Environmental Promotions Officer	annually 31/03

IDENTIFY NEW RESOURCES					
54	Review resources available to undertake Home Energy Conservation Act work along with finances	Resources will be reviewed as part of the budget process - Officer time and Energy Saving Trust (EST) Local Energy Support Programme (LESP) support	review undertaken	Strategic Director/ Environmental Health Services Manager/ Head of Finance	30/09/06
55	Investigate the possibility of additional energy efficiency intervention via Housing Renewal Grants	The Private Sector Renewal Strategy will be reviewed during 2006 and further consideration will be given within a reducing budget, to support vulnerable households who for various reasons may be eligible for assistance under national scheme - Officer time	provision of additional funding	Private Sector Renewal Team	30/09/06
56	Identify existing funding available for energy efficiency work	Currently most activities undertaken in the Borough are funded from DBC budgets. There may well be external funding and grants available for specific projects which need identifying. Most activities through Kent Energy Centre are supported by the utilities - officer time and Energy Saving Trust (EST) Local Energy Support Programme (LESP) programme support	funding available	Environmental Promotions Officer	annually 31/03

FUTURE DEVELOPMENTS E.G. RENEWABLE ENERGY					
* 57	Investigate ways of encouraging local residents to use Green Energy tariffs	This is a new activity and the viability needs investigating with other Local Authorities and possible utility providers - officer time	availability of suitable green energy leaflets	Environmental Promotions Officer	30/06/06
58	Encourage Developers to contact CEN at the pre-application stage	Building Control - The current position: Most Housing in the Borough is not supervised by Dartford Building Control. Those developments which are supervised by Dartford Building Control are assessed under Part L of the Building Regulations and would be required to demonstrate compliance with the recommendations before approval could be granted. It should be noted that some houses are built on '48 Hour Notices' which do not require approval to be granted and therefore there may not be any pre application consultation. Development Control: Contact to be encouraged with Creative Environmental Networks on a case by case basis during initial discussions with developers. Officer time and Energy Saving Trust (EST) Local Energy Support Programme (LESP) support	number of installations	Building Control	30/09/06;