**Draft Kent Domestic Retrofit Group meeting 17th Jan 2024 Microsoft Teams Call**

**Present**: Eve Lockton – Goddard, Thanet DC (retiring in March); Lucy Rivers, Domestic Energy Officer Thanet; Lisa Hopkins, Home Energy Service Thanet District Council, Christine Kingham, TWBC PSH officer implementing energy efficiency schemes; Sandra Woodfall, Environmental promotions and energy officer Dartford BC; Ben Hudson, Energy Team Leader in KCC; Hannah Scott, Energy and climate change officer KCC; Carol Stewart, energy efficiency officer at Sevenoaks; Phil Jennings, Housing Standard Manager Maidstone BC; Glyn Pritchard, PSH manager Swale BC and working with Eon on ECO; Linn Helgesen, Sustainable Warmth Officer Medway Council; John Underwood, Energy support officer Dover District Council; Julian Watts, PSH manager Ashford BC; Lucy Hicks, TMBC Housing Initiatives Officer; Lynn Wilkinson, DFG and energy officer, Gravesham BC; Sue Oliver, PSH manager at Tunbridge Wells, (retiring in March); Paul Tobin, Private sector housing team Folkestone and Hythe; Victoria Frost, energy team including Solar Together KCC; Helen Miller, Partnership Manager Kent Housing Group;

**Apologies**; Katie Traylen;

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| Reference | Notes/Outcome | Who  | Action/Decision |
| Minutes from last meeting | Eve circulated draft paper for KMEG with revisions using comments from this groupEve included link to Parity training in notes from last meetingEve raised issues with Grant funded projects with Hub project Board to discuss with DESNZLinn and Eve carry forward item 5 on Park Homes; To hold a meeting in April re this scheme and the Sevenoaks scheme, to see how a bid can be developed for the other park homes in KentEve shared DSA with Maidstone and AshfordEve and Carol to share details of their camera – carry forwardNotes accepted from the previous meeting. Eve summarised that the purpose of this group is for energy and retrofit officers to talk about what we’re doing in our organisations, share progress or look to solutions. It will feed into Kent Housing Group and can raise issues there. Hannah Scott is now with us from KCC. |  |  |
| 2021-23 HECA return | These requirements change each time. This time the form is not too onerous, mainly with yes/no questions. Each organisation needs its own link to submit its return.Eve highlighted there is a list of questions to look at before you start. You may need to liaise with PSH and social housing teams to answer some questions. It may be useful to collate all answers before you start as the form needs to be completed in one online sitting.The areas covered include asking whether you have a strategy, whether you are supplying advice, whether you have a supply chain, marketing, using the social housing decarbonisation fund, about barriers to action, for a list of schemes you run and what you are doing around Smart meters.There is a question around Trading Standards activity in your area. This could relate to the lack of an EPC in a rented home. Carol highlighted that some rented homes do not have an EPC. Phil posted in the chat that LAs could use a MEES compliance notice and fine the landlords to do an EPC. Eve is happy to share Thanet's return when done.Linn mentioned that sometimes the names of documents are different, so they don’t use the name Fuel Poverty Strategy but do have a strategy that covers that area and she will use that.The Kent Fuel Poverty Strategy is not actively being updated now.The deadline for submission is 29th FebruaryHannah advised that Katie will send out K&M Energy and Low Emissions Strategy (ELES) reporting document soon and so the data for each would be similar, though ELES are more carbon reduction based.  |  |  |
| Project updates  | **HUG2** Sandra Dartford and Dover; Amanda M is HUG2 officer for Dover. Surveys, DACs and fraud management is done. She is doing the ABS batching system. Around 25 installed. Many others at survey stage. Around half way there. EWI on solid walls homes seems like a non-starter without LA funding to help. The issues around EWI seem to be nationwide. She feeds issues back to the account manager. They are aiming for 100 homes for each LA.Carol Sevenoaks has done three batches of 2 so far. The homes are small with no room for a water tank or room outside for an ASHP. They can put high retention storage heaters as a C measure and solar power. They don’t seem to fit the scheme well due to running costs and scheme cap. They have to go through Arup but cannot answer all questions and sometimes refer to DESNZ. They are aiming for 60 homes over 2 years.Lucy TMBC has a target of 30 over the 2 years. They are in the consortium. They are a little behind due to procurement and contract issues. They are ready to batch. They have some high heat retention storage heaters which is a challenge. It is an admin heavy scheme.Eve, Kent Consortia schemes are being promoted now. Homes are being surveyed. Thanets target is for 134 homes improved over 2 years which equates to £2,430,000.00 . Glyn, Swale is mailing out to 300 homes. The communications team are reluctant to provide supporting social media as they are not targeting the whole borough. Phil, Maidstone has aim of 30 homes improved over the 2 years . Eve TDC found sending 738 letters created 42 referrals which have not been triaged yet. Swale is using Parity to target homes but getting the numbers for off gas is a challenge as dispersed geographically. Eve suggested Swale broaden their mailshot and do three batches. Linn Medway focused on two specific areas and the NZH said that they will accept homes in your borough that are outside the in target area. Measures must be on the government list of measures. **Action** Eve will ask the project board whether Sunamp [Compact thermal energy storage for hot water, heating & cooling - Sunamp Global](https://sunamp.com/) can be added to the list.**Action** please volunteer to join project Board for Kent Consortia **ECO4**Eve, Most LAs are pursuing ECO as KCC is no longer coordinating a county offering so probably some duplication of effort Sue TWBC has not yet been able to make progress for ECO4. Their Financial Assistance Policy allows them to give help for low EPCs or people with health condition but these are not whole house retrofits. ECO4 would allow whole house solution or to consider low carbon solutions. Carol, still waiting for a contract with Eon. Phil Maidstone will write a DPIA to support thisLucy H TMBC not published LA Flex statement yet as they are concentrating on HUG. **Action** Lucy R to give an update on the time needed, process and proxies for LA Flex to enable other LAs to plan the impact on their service. Glyn asked if anyone had had difficulties with the procurement elements on the contracts with Eon. **Action** Eve said she would be happy to share her learning and rationale on that. . Dartford has a contract with Aran Services to cover all schemes a based on contracts for LAD1A. Aran have contacts with other utility companies so offer great flexibility. **Action** Eve to provide a summary to Hannah where funds come from and the responsibilities of LAs. | EveAllLucyEveEve |  Ask Project Board whether Sunamp can be added to list of measuresConsider volunteering to join HUB Project for HUG2 consortium. Give group update on time needed, process and proxies for LA flex to share learning with other LAsShare learning and rationale on contracts with Eon.Provide summary for Hannah on where funds come from |
| Solar Together | Victoria Frost explained that in 2022 there were 11,600 registrants; over 1470 solar PV schemes installed. In 2023 there were 10,900 residential and SME registrants. Over 1430 roof surveys have been completed, more than 950 installations have been completed and more are expected. There is a separate Solar Together meeting and more detail will be given there.  |  |  |
| Green Doctors | Eve had received a written update and summarised it as; Please keep referring. All Kent service users are getting a free electric blanket. Please subscribe to the Green Doctors update.It can take a couple of months to hear back from Green Doctors so highlight if the client's needs are urgent.  |  |  |
| Marketing and comms | Eve suggested we could also market for behaviour change as well as for particular schemes. Some LAs loan out thermal imaging camera. Lucy R Thanet has a schools scheme coming up funding through the HUG2 marketing. Would provide interactive sessions at schools around climate change and engaging with parents re retrofitting. **Action** Lucy please share resources.**Action**. At next in person meeting those that can bring the TE camera to explain and demo. J **Action** all please share marketing resources with the group and your view on how well they work. | **Lucy****Julian & Eve****All** | Share details of schools schemeCatch up on using infrared cameraShare your marketing materials and how well they work |
| Able to pay schemes | Eve TDCs Energy Advice demonstrator will be cancelled as it’s taken too long to get the contract to use and not allow enough time to deliver it. Their proposal is good and they do hope to seek funding for it. It could be that this could be developed across Kent. This was to give energy advice via a household survey explaining works needed, order to do works, how to find providers, etc.Boiler Upgrade scheme should be promoted on social media and on websiteHannah KCC has been planning a project using open houses for ASHP. They hope to pilot that in Faversham and are happy to talk about them to visitors. Victoria is promoting this to Faversham Town Council environment committee who support it and will work with Swale FoE and Plastic Free Faversham. **Action** Victoria to give a brief summary on officer time, legal and financial obligation and what was needed to make it happen and share with this group and Climate Change Network. This could link to the myth busting work with ASHP. Ben has found myth busting can sadly reinforce myths for staff and public and there may be other ways to address concerns. Lucy R asked if worth doing a video to create a resource showing the ASHP. Lucy R and Victoria will meet on using a collective buying or bulk buy schemes that can be offered to able to pay homes for loft and cavity wall insulation. Sandra in Kent some LAs did collective switching for electricity and gas via iChoosr. The LAs involved received a referral fee. iChoosr has re-opened this service and an offer is being sent out to residents in the area.  | **Victoria** | Provide summary of details on open house for ASHP pilot |
| Seeking a chair and vice chair for this group | Eve will send an email seeking volunteers to be the chair and vice chair. the role requires* Full understanding of the wider energy efficiency agenda, schemes, grants and able to pay agenda as well as knowledge of and ELES
* Create an agenda for the meeting and edit minutes to be true reflection
* Chair the meeting
* Attend the KHG Board to give an update twice a year
* Give a short written update to the KHG Board twice a year.
* Feed into the Kent team group and share updates with the group.

The vice chair helps with these so they are ready to step up into the chair role. Eve is also on project Board for HUG2 and we also need a volunteer for that  | **All****All****Hannah** | Consider volunteering to be this group’s chair or vice chairConsider being rep for project Board on HUGClarify with Hub the support it provides LAs |
| Update on report to KME G | Hannah explained that the report was taken to KMEG in December asking for funding for a retrofit coordinator for Kent. This was circulated to the group in December. It showed a contribution per LA of around £4,500. Representatives at the meeting will liaise with their representative at KMEG to express the need for the role. e. It could address the lack of installers across Kent and Medway so addressing the skills gap and address the barriers to deliver at scale. **Action: Helen to send the list of KMEG reps.** Sue did speak with her rep before the meeting yet as teams have low levels of resources for private sector housing to cover statutory functions. Eve thanked Hannah for taking paper to KMEGIf KMEG do not support it we may ask the Hub if they can help. | **All** | Liaise with your organisations KMEG rep regarding the coordinator role |
| Seek venues for in person meetings | 14th March Julian to book – HM send him date and time. 4th July Phil to look into whether they can help for a venue | **Julian****Phil** | Find out whether Ashford can provide venue for March 14th and if so book and inform HelenFind out whether Maidstone can provide venue for July 4th and if so book and inform Helen |
| AOB | Ben UK Power Networks asked about Consumer Units to allow more power to be used when moving to powering home via electricity |  |  |