

Charter

1. Genesis

The South West Devon Community Energy Partnership (SW Devon CEP) was initiated by South Hams District Council and West Devon Borough Council in May 2012.

The South Hams and West Devon 'Connect Strategy' proposals include the following targets.

- *Produce a West Devon and South Hams Community Energy Plan in conjunction with community groups and interested parties*
- *To establish a local community group network to promote joint working across both Council areas; produce a community supported approach to energy conservation and energy generation; promote and publicise outcomes and actions*

South Hams District Council and West Devon Borough Council asked local groups to establish such a network. The local community groups have nominated representatives to sit on a SW Devon Community Energy Partnership.

Some initial funding for the community partners is available from SEACS: 'Sustainable Energy Across the Common Space', part of an EU programme administered through Devon County Council.

Although the CEP was initiated by the councils they do not intend to direct the Partnership. The partners will largely decide how the CEP will be taken forward, how the Partnership structures itself, and how an overall two year work programme will be shaped.

Devon County Council will need to seek certain outcomes to justify the available funding, but all the councils are mindful that successful outcomes will rely on the partners feeling this is a worthwhile exercise. It is recognised that a step change in the approach of councils, communities and individuals to energy use is required.

2. Objectives

The main objective of the Partnership is to develop closer working relationships between community groups, the local authorities and other key stakeholders to facilitate energy conservation and generation activity within the South West Devon area.

In its first year this Partnership will seek to:

- Commission a concise and publicly accessible community energy study suitable for promotion to communities and councils
- Establish and deliver a programme of events and training, with further studies and initiatives to be commissioned / delivered as needed to enable the other objectives
- Establish a shared understanding and common language between councillors and community groups
- Act as a supporting and expert panel to promote to the Councils opportunities to deliver and support energy conservation and generation at both local and sub-regional levels
- Engage with other stakeholders; to ensure broad understanding of interests, and to facilitate collaboration with proposed strategies and implementation methods
- Disseminate information and education between partners and into the communities
- Improve the skills within our communities to enable people to deliver energy related projects and initiatives and to take advantage of the opportunities within this sector
- Promote other community activities which raise the profile of energy efficiency and renewable energy

- Support energy conservation and generation projects in the communities by helping to secure funds, removing barriers.
- Understand how best to continue the partnership and its work into the future.

3. Participants

The CEP community groups represent the principal towns covered by the South Hams (SH) and West Devon (WD) Councils. The partners agreed to extend the geographical boundaries to include the remaining areas within the planning control of Dartmoor National Park Authority, which have similar characteristics to the SH & WD towns and rural areas. The participating community groups have a specific interest and track record in community energy and are formally constituted.

Attachment A: 'Participants' lists the currently identified participant organisations.

4. Operations

A single representative will be nominated by each partner organisation with responsibility for coordinating inputs to the CEP and (if a community group) working with their local community.

Each organisation representative may nominate a second person who will remain fully briefed and deputise as required. The deputy may also participate in CEP meetings.

A secretariat & Project Manager will coordinate, administer and support the Partnership activities and act as the point of contact for the SH & WD councils.

Agreed actions are undertaken by individual partners, or task forces of partners, who can draw upon their respective organisation resources.

It is envisaged that the CEP will have a core of several organisations that are willing and able to commit resources to make significant contributions to the work of the Partnership. Other organisations may choose to have a lower level of participation while maintaining presence to monitor and comment on proposals from their organisational perspective, and to participate in local activities.

5. Structure

The CEP organisation structure needs to be simple, transparent, flexible, non-hierarchical, and facilitate participation by all partners.

Attachment B: 'Structure' represents the organisation of participants and the primary functions of each element.

Ideally, the 'CEP Sponsors' are SH & WD Chief Executive Officer (CEO) and councillors who will champion the CEP within the councils and within the Connect Board. As sponsors, the group will play the client role to the Partnership, provide political guidance and facilitate council reviews of CEP policy and strategy proposals.

The 'CEP Forum' is the main forum for the community groups to meet and to agree on the conduct of the partnership activities with council representatives, to commission work by task forces and consultants, and to review recommendations.

The CEP Forum includes; a representative of Devon County Council (who also administers the SEACS funding), the South Hams and West Devon councils and Dartmoor National Park Authority, and representatives of the community groups. The steering committee may co-opt councillors to 'champion' the issues within the councils.

The 'CEP Procurement' of services is through the DCC officer with access to the EU SEACS funding. Procurement scopes and specifications will be agreed by the Forum.

The 'CEP Secretariat and PM' functions staffing will also be agreed by the Forum.

'CEP Task Forces' are smaller groups formed to address specific areas of work. Task Forces will be ad-hoc teams drawn from Forum members with an interest in the particular topics. Task Forces will invite specialists and stakeholders with expertise and capabilities to participate in discussions to reach well informed analysis and proposals. Each Task Force will report back to the Forum with draft reports for review, discussion, amendment and adoption as proposals by the Partnership.

Representatives of the Partnership will brief the Sponsors on the proposals and when required present to the Councils.

The Partners will consult on council agreed CEP proposals with key stakeholders to build broad consensus and momentum for proposed plans. The Partners will also engage with the wider community to obtain feedback on the emerging energy plan proposals.

6. Funding

£60,000 has been made available from SEACS through Devon CC.

The initial funding to community groups requires that partners provide clear contributions to the CEP objectives in return.

These contributions may include:

- CEP secretariat function
- participating in the 'CEP Forum'
- project management of community group contributions
- performing / contributing to CEP studies
- participating as advisors to the Councils (preparation before meetings with the councils and at the meetings)
- running local programmes of events, training and other community activities which raise the profile of energy efficiency and renewable energy

Commissioned studies are subject to funding rules.

Local energy conservation and renewable generation projects proposed by one community group or collectively, may need to secure other funding. One of the purposes of the Partnership is to help to obtain funding from Government and European programmes or from industry / commercial alliances.

Attachment A: 'Participants'

Councils / Authority

- DCC: Devon County Council
- SHWD: South Hams District Council and West Devon Borough Council
- DNPA: Dartmoor National Park Authority

Community Groups

- Totnes: Transition Town Totnes
- Ivybridge: PL21
- Kingsbridge: TASK
- South Brent: Sustainable South Brent
- Tavistock: Transition Tavistock
- Okehampton: Devon Heartlands & DARE
- North Tawton: North Tawton Environmental Trust
- Dartmoor: Dartmoor Circle (representing Buckfastleigh, Chagford, Moretonhampstead and Ashburton)
- Dartmouth: Dartmouth Academy
- South Hams: South Devon Coastal Renewable Energy Network
- DNPA Partners:
 - Ashburton Futures
 - Moretonhampstead Action Group
 - Buck the Trend (Buckfastleigh)
 - Chagford (CASE)
 - Greener Teign

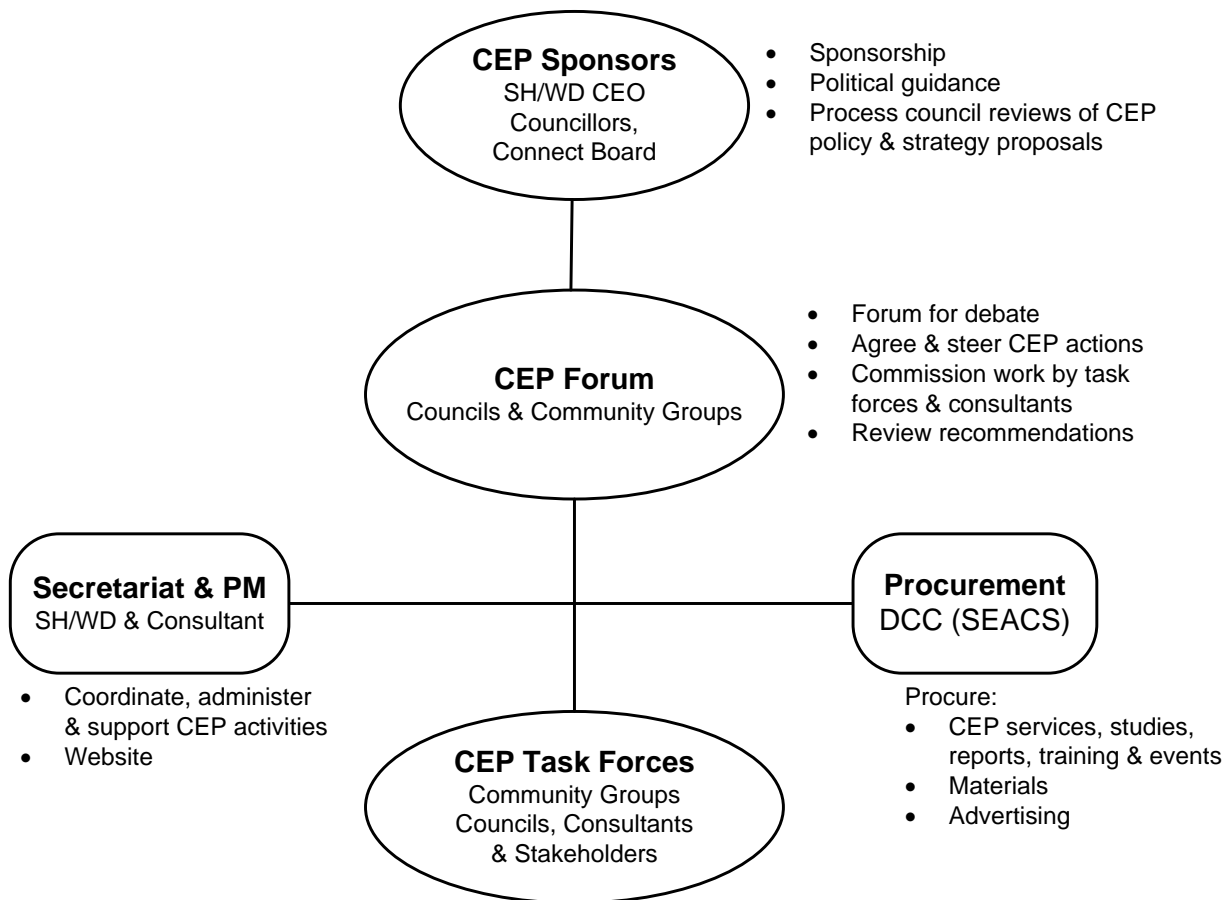
Specialists

- RegenSW
- Devon Renaissance
- Other

Stakeholders (to be expanded as required)

- Department of Energy & Climate Change (DECC)
- Energy Companies
- South West Water
- Environment Agency
- National Health Service & related organisations
- Energy Savings Trust
- Town Councils [and Parish Councils]
- Neighbours (Plymouth, Cornwall, Other Devon)
- AONBs, Business Groups, Environmental Groups (e.g. Dartmoor Society, CPRE)
- Voluntary sector organisations e.g. CVS, CAB
- Schools & Universities
- Other

Attachment B: 'Structure'



- Sub groups with co-opted participants for detailed working of the CEP Forum roles
- Develop networks between community groups, consultants and stakeholders
 - Develop intelligence on practices and models for effective delivery of strategies
 - Define, research and specify studies for community energy planning and to implement modules of work
 - Peer review of consultant and task force drafts of studies & plans
 - Brainstorm issues and refine potential policies, strategies and delivery models
 - Partnership and other training to develop understanding and delivery skills
 - Public events to communicate energy reduction and renewable options
 - Support pilots of proposed strategies and delivery models

Acronyms:

CEP: Community Energy Partnership. **CEO:** Chief Executive Officer

SW Devon: comprising 'South Hams' (SH), 'West Devon' (WD) council areas and 'Dartmoor National Park Authority' (DNPA) area, which includes part of Teignbridge council area.

DCC: 'Devon County Council' which administers:

SEACS: 'Sustainable Energy Across the Common Space' European Union funding