

# ABINGDON TOWN COUNCIL

<b>Report to</b>	<b>Finance, Governance and Asset Management Committee</b>
<b>Meeting date</b>	<b>1<sup>st</sup> December 2025</b>
<b>Report author</b>	<b>Victoria Moore</b>
<b>Agenda item</b>	<b>Item 8</b>

## PROJECT MANAGER: PLACE AND PROPERTY PROPERTY UPDATE

### 1. **Purpose of the Report**

- 1.1 Guildhall schedule of works report
- 1.2 Appendix 1 Schedule of works approved budget table 2025-26
- 1.3 Cemetery Lodges Occupants
- 1.4 Appendix 2 – Net Zero Initiative report
- 1.5 Appendix 3 Schedule of works 2026 – 2027 for approval

### 2. **Summary**

- 2.1 To update members on Property & Place works.
- 2.2 Update on Schedule of works approved budget table 2025-26.
- 2.3 Update members on the occupancy at the cemetery lodges, 14 Spring Gardens and 82 Spring Road Abingdon
- 2.4 Report on initiatives and works undertaken to becoming net zero.
- 2.5 Appendix 3 2026-2027 Schedule of works programme for review and approval.

### 3. **Action required**

- 3.1 Members are asked to note points under point 5 and 9.1
- 3.2 Members are asked to approve 5.6 and 5.7
- 3.3 Members are asked to approve costs under 7.2 Appendix 3 Property Improvements
- 3.4 Members are asked to approve costs under 7.3 Appendix 3 Net Zero Initiatives

### 4. **Link to strategic plan and objectives.**

- 4.1 KO3: to manage the council's assets efficiently and effectively to meet for the needs of the community now and in the future.

5. **Key information and options**

5.1 Guildhall Handyman has been doing a fantastic job of reactive maintenance and undertaking minor repairs throughout the Guildhall and its historic rooms. Works have included making good peeling paint, light replacements, tidying loose cables and general minor works repairs. Rob will continue to undertake reactive maintenance works within the Guildhall.

The costs for these works have remained within budget.

5.2 Cell shelving has been installed; works are now complete and within budget.

5.3 Ten chairs from the Abbey Room taken away for reupholstering and returned on Thursday 27<sup>th</sup> November. A further ten chairs have been taken for reupholstering as RESOLVED at the meeting held on 16<sup>th</sup> June 2025 using budget EMR334, documented under minute F10/25

5.4 14 Spring Gardens will be occupied by one of our Outdoor Services Operatives and his family from 1<sup>st</sup> December 2025. Modern improvements to the bathroom are in progress to accommodate their young family. All works remain within budget

82 Spring Road will be occupied from the 1<sup>st</sup> of December 2025 by another of our Outdoor Services Operatives.

5.5 Item 8 Appendix 2 outlines project works and options at reducing carbon emissions in line with councils' initiative at becoming net zero.

5.6 Appendix 3 outlines costs and estimates for property improvements. Property improvements would be focusing on the Council Chamber. Improvements would be to replace the broken and shabby blinds, which are unattractive, not in keeping with the rooms historic décor. Additional improvements would be to repair and restore the ripped and damaged bench seats within the window bays. These seats are original features within the room which have been deteriorating over time due to careless use and lack of past repair.

Estimated costs for works be found in Appendix 3 - Property Improvements. It is the recommendation of the lead officer to request members approve the works detailed in 5.6.

5.7 Lead officer recommends carrying forward underspent budget from 2025/2026 to 2026/2027 budget.

6. **Climate change/green implications**

6.1 No climate implications.

7. **Financial/budget implications**

- 7.1 Budget 2025/2026 property works agreed as per the approved schedule of works approved on 16.12.2024 - Minute F58/24
- 7.2 Budget proposal for Schedule of Works 2026/2027 Property Improvements to be approved.
- 7.3 Budget proposal for Schedule of Works 2026/2027 Net Zero Initiatives to be approved.

8. **Consultation implications**

- 8.1 There are no matters within the report on which we should consult.

9. **Supporting papers and appendices**

- 9.1 Appendix 1, Project Manager schedule of works 2025-26.
- 9.2 Appendix 2, Item 8 Net Zero Initiatives
- 9.3 Appendix 3, Budget for 2026/2027 Property Improvements to be approved.

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November 2025