

ABINGDON TOWN COUNCIL

Report to	Finance, Governance and Asset Management Committee
Meeting date	1st December 2025
Report author	Victoria Moore
Agenda item	Item 8 Appendix 2

PROPERTY MANAGER: PLACE AND PROPERTY **Appendix 2: Net Zero Initiative**

1. Purpose of the Report

1.1 Guildhall energy saving initiatives and works so far.

2. Summary

2.1 To update members on the ongoing Guildhall energy initiative in line with the Council's objective to achieve net zero.

3. Action required

3.1 Members are asked to note points under section 5

3.2 Members are asked to approve points **5.6, 5.7 and 5.8**

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 The lead officer has been looking into the energy usage throughout the Guildhall complex and particularly to try and determine the amount of carbon the historic side uses. The kWh consumption for the Guildhall complex is the largest of all Town Council owned properties. To calculate the actual usage of the historic side is challenging because the electrical feed goes through one main meter and then splits into various distribution boards (DB). These feed the Guildhall and Abbey Hall combined. Information on which area of the complex each DB board feeds has been obtained. To have accurate readings of kwh and usage between buildings would require expert investigation.

5.2 In a bid to achieve Council’s target of zero carbon emissions within the Guildhall complex two independent energy audit surveys were carried in 2020 and 2021. Both are still valid and can be found in SharePoint under confidential.

The energy saving recommendations of the 2020 and 2021 audits can be found in the below table. Both audits recommended similar actions.

Energy Audit - Recommended Actions	Action taken	Action Complete	Reason
Replace all lighting with LED and smart controls,	Quote for LED lighting upgrade obtained in 2024.	No	Not enough money in 2024 / 2025 budget. Not eligible for grant funding.
Installation of Secondary Glazing	Quotes obtained for secondary glazing		Quotes pending approval for 2026 / 2027 budget
Monitoring meters	Meters are read monthly in house. Smart meters being installed where possible	Pending	
Solar thermal with Thermal store	Not actioned	No	This energy source has not been investigated. Would be advisable to investigate following Abbey Hall split.
Solar PV’s (panels)	Quotes obtained in 2025 for installation of Solar panels at Depot & Lodges	No	Quotes obtained and pending approval for 2026 / 2027 budget. Not eligible for grant funding.
Install Heat Pump in Guildhall.	None	No	New boilers installed in 2019. Not eligible for grant funding -new boilers are less than 25yrs old A heat pump would not be beneficial until current boilers need replacing.
Renew Energy contracts	Energy contracts renewed April 2025 – 2028	Yes	-

5.2 Following the energy audit and recommended actions the below table details the energy improvements undertaken by the Project Manager Place & Property within the Guildhall complex and actions by the Outdoor Services Manager on Outdoor Services plant/machinery since 2020.

Guildhall Historic	Works	Date
	Replaced Boilers	2019
	Heating timings	2020 Heating programmed to come on for selected hours a day.
	Replaced lighting to LED on failure of fittings / lamps	2020 – present
Royse Court Offices	Works	Date
	Reception – Replaced fluorescent tube lights with LED tubes.	2024
	1F Offices install of secondary glazing	2022 /23
Depot	Works	Date
	Purchase of Electric vehicle	2025
	Battery hand operated machinery like hedge cutters and chainsaws etc	2020 – Present
	Handheld machinery petrol/diesel runs on a clean 2 stroke mix using low ash burning synthetic oil	2020 – Present
	HVO in diesel machinery i.e. tractor, digger, mowers etc which is 90% cleaner than regular diesel.	2020 – Present
	Christmas lights are made using recycled plastic bottles and aluminium and low energy	2020 – Present
	Christmas tree is grown in the UK and not imported.	2020 – Present
	Efforts to order new play equipment from suppliers that use sustainable materials in their manufacturing.	2020 – Present
	Flowers are grown in a UK nursery in recyclable trays.	2020 – Present
	Trees are sourced from UK growers rather than importers.	2020 – Present

	Tree waste is chipped and distributed around the town for use by ourselves, volunteer groups and allotment holders	2020 – Present
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5.3 Energy reduction initiatives for Solar, Lighting and heating within council property have been explored following the 2020/2021 surveys. Grant funding applications for initiatives were submitted; however, these were not successful.

5.4 The lead officer has been investigating solutions to conserve lost energy through the Guildhall windows, a main cause of energy loss within the building. All Guildhall windows are single glazed wood frames in very poor condition. During the colder months the heating system continually runs to draw more energy to retain an adequate and comfortable room temperature. The lead officer has contacted companies to seek advice and quotations for works to install secondary glazing and improvements to the windows. These are as follows:-

- Company 1. A report and quotation to repair and restore all the old wooden frames including sash cords and install new Crylux secondary glazing and/or integral draught-proofing. No planning consent would be required for these works. Such upgrades will dramatically improve thermal efficiency while preserving the windows original character. Company 1 are a small professional local company based in Sutton Courtenay. Details of Company 1's quotation can be found in SharePoint under Confidential.
- Company 2. A report and quotation to repair sash cords and install CosyGlazing, a hardened plastic secondary glazing attached by the installation of magnetic frames around windowpanes. All windows will undergo minor repairs where required to enable the installation of CosyGlazing. No decorating or making good to windows are included in the quote, these works are quoted separately. No planning consent would be required for works. Company 2 is a national company based in Bideford and have a local office in Oxford. Details of Company 2's quotation can be found in SharePoint under Confidential.
- Company 3. Only supply basic secondary glazing installing large frames over original windows. No inclusion of works to improve the decaying window frames. This company could only fit glazing to the Guildhall window at the bottom of the old staircase and the Council Chamber windows. Details of Company 3's quotation can be found in SharePoint under Confidential.

5.5 Additional Net zero energy saving projects considered:-

- Upgrade of all Guildhall and Roysse Court lighting to LED
- Installation of solar panels at the Depot, 14 Spring Road Lodge, 82 Spring Road Lodge and Cemetery Chaple.

5.6 As members would have seen from the quotations, works to upgrade all Guildhall windows as a whole project would be costly. It is the recommendation of the lead officer to approve Guildhall Window upgrades in the worst affected rooms only – The Abbey Room and Council Chamber. Upgrades to these two rooms would greatly improve energy efficiency reducing the draw for continued heat during the colder months. It is the recommendation of the lead officer to select Company 1 to undertake the works.

5.7 All lighting has been replaced to energy saving or LED lamps where possible throughout the Guildhall historic rooms. The only room not upgraded is the OMC. The OMC is one of the Guildhalls most popular rooms, both for Council use and external hire. The current lighting in the OMC room is original 1960's, of very poor quality and over half of the current lamps having failed. To replace the lamps, like for like would require the hire of a tower scaffold, the purchase of 10+ original screw fit 60 -100w yellow lamps and staff or contractor time.

A quote was obtained to upgrade all Guildhall lighting which included the OMC, which can be found in SharePoint under Confidential.

Due to the total expense of upgrading all Guildhall lighting to LED it is the recommendation of the lead officer to approve lighting upgrades in the OMC only. This upgrade would greatly improve the ambience and feel of the room and saving energy long term, in line with Councils net zero initiative.

5.8 The depot is the most used council property, operating for up to 8 hours per day, 7 days per week. The Outdoor Services department is leading the way in Council's carbon reduction initiative. A large percentage of outdoor services equipment is battery operated, including a newly purchased electric vehicle. The Depot is an ideal site to install solar panels due to the design and no consensual building constraints. Solar panels would reduce up to 2785kg of carbon emissions per year with the benefit of savings as per the below table. The full quotation and description of works can be found in SharePoint under Confidential. Scaffolding to the property to install solar panels would be an additional cost of between £3000 -£5000.

It is the recommendation of the lead officer to approve installation of solar panels at the cemetery depot.

6. **Climate change/green implications**

6.1 Approval on energy saving initiatives within Guildhall Complex and Depot would reduce carbon emissions and save energy in line with Abingdon Town Councils net zero commitment.

7. **Financial/budget implications**

7.2 Budget for 2026/2027 net zero initiatives detailed in Appendix 3 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 3, Project Manager Place & Property Schedule of works proposal 2026 / 2027

Victoria Moore
Project Manager: Place & Property
8th September 2025