

ABINGDON TOWN COUNCIL

Report to	Finance, Governance and Asset Management Committee
Meeting date	June 2026
Report author	Victoria Moore
Agenda item	Item 8

PROJECT MANAGER: PLACE AND PROPERTY

PROPERTY UPDATE

1. Purpose of the Report

- 1.1 To update members on the progress of Property & Place works and to present options for consideration regarding the proposed works.

2. Summary

- 2.1 Properties Update
- 2.2 Proposed works - Carbon reduction / Green energy
- 2.3 Schedule 1 of works budget table closing 2025-26
- 2.4 Schedule 2 of works budget table 2026-27

3. Action required

- 3.1 Members are asked to note 5.1 and 5.5
- 3.2 Members are asked to note points under 6 and 7.
- 3.3 Members are asked to select a preferred option and approve a quotation outlined in section 5.3.
- 3.4 Members are asked to select a preferred option and approve a quotation outlined in section 5.4

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 windows

The works to replace and upgrade the Guildhall windows have now been completed, with the exception of the secondary glazing panels within the Old Magistrates' Court (OMC). Completion of this element has been delayed due to manufacturing lead times; however, confirmation has been received that the secondary glazing will be installed by the end of July.

All remaining historic rooms within the Guildhall have been upgraded with thicker glazing, and secondary glazing has been installed where feasible. The Abbey Room and Council Chamber presented particular challenges during the works, as the windows in both locations were found to be in a significantly deteriorated condition, with extensive decay and rot requiring substantial remedial repairs to achieve the required standard. The original 2mm glazing has been replaced throughout with new 8mm glazing, and draught-excluder strips have been fitted to all window frames to enhance insulation performance and improve energy efficiency.

Within the Old Magistrates' Court, the existing secondary glazing will be replaced with a modern timber-framed system incorporating 8mm glazing. In the Roysse Room, the leaded window frames have been repaired and re-filled where necessary. No secondary glazing or replacement glazing has been installed within this room due to the sensitive nature of the original stained-glass windows and the limited recess depth available within the windowsills. Any future alterations or improvements to the windows in the Roysse Room would require conservation planning consent.

The project exceeded the approved budget by £6,440. During the course of the works, the contractor identified substantially greater levels of rot, deterioration, and damaged glazing than had been evident or reasonably anticipated during the initial survey. Consequently, additional repair works were required, resulting in increased labour and material costs.

5.2 Depot Solar Panels

At the meeting held on 12 December 2025, Members requested that updated quotations be obtained for the installation of solar panels at the Cemetery Depot. The original quotations did not include battery storage facilities, and Members therefore requested revised proposals incorporating battery storage systems to maximise energy efficiency and on-site energy utilisation.

Two contractors were invited to submit quotations for the proposed works. To facilitate the installation of the battery storage system, it was identified that the batteries would need to be connected to the main electrical supply and meter located within the Cemetery Office, approximately 11 metres from the Depot building.

Following site discussions, the contractor proposed that the electrical cabling between the Depot and the Cemetery Office be installed overhead. This approach was subsequently agreed by both the Project Manager, Place and Property, and the Outdoor Services Manager, as it removes the requirement for underground cabling works and avoids significant excavation and disruption along the main Depot access route.

The Outdoor Services Manager further advised that any overhead cabling installation must maintain a minimum clearance height of four metres to ensure the continued safe operation of vehicles, plant, and machinery accessing the Depot.

A revised quotation was subsequently received from Contractor 1 for the supply and installation of solar photovoltaic panels together with battery storage facilities. A second contractor was also invited to submit a quotation for the installation of solar panels and battery storage systems to enable a comparative assessment of costs and specifications.

Planning permission is not required for the proposed works, as the installation falls within the scope of permitted development rights.

5.3 Solar Panel Quotation, inclusive

Company 1 £12,553.44

Company 2 £15,784.80

5.4 OMC Lighting upgrades

At the meeting held on 12 December 2025, Members requested an updated quotation for the installation of LED lighting within the Old Magistrates' Court (OMC). The original quotation provided for the complete replacement and upgrade of all 48 existing light fittings.

Members considered that the replacement of all 48 fittings may be excessive and requested that alternative quotations be obtained to assess the feasibility of replacing a reduced number of fittings as part of the proposed LED lighting upgrade.

Two contractors were subsequently invited to submit quotations for the works. The proposals received have been categorised into the following options for consideration:

Option 1 – Full Like-for-Like LED Replacement

This option provides for the replacement of all 48 existing light fittings with modern LED units on a like-for-like basis. The proposed upgrade would contribute towards the Council's carbon reduction objectives by lowering energy consumption and improving the overall energy efficiency of the building. In addition, the installation of LED lighting would reduce ongoing maintenance requirements due to the

increased lifespan and reliability of LED fittings when compared with traditional lighting systems.

Light specifications details are provided in Appendix 1. *Please note fittings would be warm white not black as per the specifications.*

Option 1. LED replacement of all 48 lamps					
No. of lamps	Current wattage	Cost per kWh	LED wattage	No. of LED replacements	Estimated Monthly Saving switching to LED
48	26w	.23p	14w	48	£17.22

Option 2 – Reduced Lighting Layout

This option proposes the removal of a number of existing light fittings, reducing the total number of fittings within the Old Magistrates' Court from 48 to 24. The quotation includes the blanking off of ceiling openings resulting from the removal of fittings. However, the redecoration of the affected ceiling areas is excluded from the quotation and would need to be commissioned separately. Should Members wish to proceed with this option, a separate quotation for the associated redecoration works would therefore be required.

This proposal would further support the Council's carbon reduction objectives through both a reduction in the overall number of light fittings and the replacement of the remaining fittings with energy-efficient LED units. The proposed works are fully reversible in nature and, as such, do not require conservation planning consent.

Light fitting specifications are provided in Appendix 1. *Please note fittings would be warm white not black as per the specifications.*

Option 2. Replacement of 24 original lamps					
No. of lamps	Current wattage	Cost per kWh	LED wattage	No. of LED replacements	Estimated Monthly Saving switching to LED
48	26w	.23p	14w	24	£34.44

Option 3 – Suspended Insulated Ceiling with Integrated LED Lighting

This option proposes the installation of a suspended false ceiling incorporating 100mm insulation, fixed to the existing timber ceiling beams, together with integrated LED ceiling panel lighting.

The proposal would support the Council's carbon reduction objectives through a combination of reduced energy consumption associated with modern LED lighting and improved thermal performance resulting from the installation of the insulated ceiling system. The enhanced insulation would contribute to a reduction in heat loss from the building, thereby improving overall energy efficiency.

The proposed works are fully reversible and, as such, would not require conservation planning consent.

In addition to the environmental and energy efficiency benefits, the installation of a suspended ceiling would provide significant improvements to both the appearance and acoustic performance of the room, creating a more comfortable and functional environment for users.

Specification on ceiling tiles provided in Appendix 2a.

Lighting specifications provided in Appendix 2b.

An example of ceiling panel lighting provided in appendix 2c.

No. of lamps	Current wattage	Cost per kWh	LED wattage	No. of LED replacements	Estimated Monthly Saving switching to LED
48	26w	.23p	20w	12	£8.61 based on 48, only replacing 12.

5.4 OMC lighting upgrade Quotations

Quote for option 1 £7,500.99

Quote for option 2 £4,786.51

Quote for option 3 £11,288.00

All costs exclude Vat

5.5 The Schedule of Works table sets out expenditure incurred to date on property improvement works, together with proposed future expenditure for further enhancements to the Guildhall's historic rooms, subject to approval of the recommendations contained within this report.

The schedule provides an overview of completed works, current project costs, and proposed future investment aimed at improving the condition, energy efficiency, functionality, and long-term preservation of Abingdon Guildhall and associated properties.

6. **Climate change/green implications**

6.1 The recent window upgrades to the Guildhall, together with the potential upgrade to LED lighting and installation of solar panels, would make a positive contribution towards reducing carbon emissions and advancing the objectives set out in Abingdon Town Council's Carbon Reduction Strategy.

7. **Financial/budget implications**

7.1 The Guildhall window upgrade and improvement work exceeded the approved budget by £6,440.00. This has been met by the c/fwd underspend of the 2025-26 budget of £4604.93, and the balance of £1,835.07 to be met from General Reserves, if no other savings can be identified within the current financial year. This allocation is authorised by the Town Clerk.

7.2 Costs for solar and LED light upgrades can be met from the 2026 /2027 budget.

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 – Option 1 and 2 light fitting specifications
- 9.2 Appendix 2, a,b,c – Option 3 lighting specifications
- 9.3 Schedule 1 of works budget closing 2025-26
- 9.4 Schedule 2 of works budget current 2026-27

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