

Action No	Area of work	Details	Energy Advisory Report (EAR) - May 2015	Business Conditions Survey (BCS) - Feb 24	Carbon reduction Recommendations Report. (LCH) - March 2024	RAG	Notes
1	Lighting	(EAR) Replace mains-frequency T8 fluorescent lighting with LED equivalent.(LCH)Upgrade lighting to LEDs (BCS)'The lighting is on the whole LED fluorescent remain installed to the entrance lobby and concealed in the perimeter of the chamber, as fluorescents have limited product support. A rolling programme of replacement is recommended.	x	x	x	In progress	All areas of town hall with exception of those concealed in the perimeter of the Upper Chamber have been replaced.
2		Engage experts to review the building lighting strategies and propose alterations and/or upgrades to daylighting provisions, luminaires and their control systems and an implementation plan	x			Not started	
3		Fit occupancy sensors to lighting in toilets, store rooms and other infrequently occupied spaces.	x			In progress	Sensors fitted on front stairs. Quote for fitting on back stairs and in toilet areas has been requested
4	Insulation	Consider introducing or improving cavity wall insulation. Consider introducing or improving wall insulation (internal lining) to solid single skin structures.	x			Not started	Next steps are to commission a specialist to advise on how to insulate a building like the Town Hall, and obtain costing for this.
5		Insulate boiler room pipe work			x	Not started	
6		Review and add loft insulation			x	Not started	Advice on what is needed. Proposed Specialist contractor needed.
7	Heating Controls	(EAR) Consider upgrading major time controls to include optimum start/ stop. (BCS) The boiler controls are basic domestic and in reasonable condition no works envisaged during the term. (LCH)Heating Timer	x	x	x	In progress	Have a heating timer available to use that is adequate for use, but accessibility for changes is limited, which limits flexibility. Need to explore further options.
8		Consider fitting zone controls to reduce over and under heating where structure, orientation, occupation or emitters have different characteristics.	x			Not started	This needs to be explored in line with possibly new booking software that will allow heating to be automatically adjusted based on whether a space is being used.
9	Staff Engagement	It is recommended that energy management techniques are introduced. These could include efforts to gain building users commitment to save energy, allocating responsibility for energy to a specific person (champion), setting targets and monitoring.	x			Not started	About to launch pilot of a Thame 'Green' Award with local businesses that TTC will also test. This action is included within that award and will be picked up through that if it moves ahead. If not progressed, further thought will be given to this action.
10		Engage experts to review the HVAC control systems settings and propose alterations and/or upgrades and adjust to suit current occupancy patterns.	x			In progress	Technology has significantly moved on since this original EAR report. LCH assessment reviewed our HVAC control systems and suggested alternatives, and how to adjust them to suit occupancy patterns as picked up in other actions. Further investigation and competitive quotes are needed to come to a develop a long term plan for the heating system.

11	Heating System	Engage experts to review overall heating strategy and propose an investment programme for upgrading and/or switching to alternative solutions.	x			In progress	Information from experts is already received. Next steps are to map out a plan of implementation to ensure action taken happens in the right order.	
12		(EAR) Extend radiator heating system to areas currently served by electric heating, with separate zone control. (BCS) 'LTHW radiators in reasonable condition closed water conditions should be monitored during the term. The six radiant electric heaters to the chamber(year 3 allowance) and storage heaters at 2nd floor and to the ground floor WCs (year 4 allowance) require replacement during the term.	x			Blocked	Until the right heating system is identified (Action 10& 11) this action is on hold, so that the right systems are rolled out. Life span of current radiators as well as Gast Boiler (Action 13) will need to be considered so that timelines allow for proactive, rather than reactive change. This will ensure the right solution, rather than the one we can afford/fit in at the time.	
13		(EAR) Replace gas boiler with a condensing type. (BCS) 'Gas fired LTHW boilers in reasonable condition and should provide ongoing service for the remainder of the term.	x	x			Completed	Boiler replaced March 2018 and BCS identified it will be adequate for the next 5 years.
14		Air to air heat pump			x		Not started	Proposed alternative to Gas Boiler. To be considered as part of Action 10.
15	Energy generation	(EAR) Consider installing building mounted photovoltaic electricity generating panels. (LCH) Solar PV	x		x	In progress	Initial investigations into possibility of Solar at both Depot and Town Hall. Further work needed in light of BCS and changing energy tariffs which may change needs and opportunities	
16	Hot Water	Consider fitting 24 hour/7 day time controls onto electric HWS cylinders. (LCH) Add timer to hot water	x		x	Completed	Installed November 2024	
17		The local electric domestic hot water services appear in reasonable condition and should provide ongoing service during the term.		x			No action needed	
18	Device management	Enable power save settings and power down management on computers and associated equipment.	x			Not started	This will enable achievement of Action 8. Research needed into what technological opportunities exist to support this. Could we start with asking staff to ensure they turn stuff off when not using?	
19	Ventillation and drafts	Consider implementing regular inspections of the building fabric to check on the condition of insulation and sealing measures and removal of accidental ventilation paths.	x			Not started	Cosy Thame Survey of Thame Town Hall may assist with this action	
20		Consider fitting secondary glazing and/or under glaze sky lights where appropriate.	x			In progress	Secondary glazing fitted in upper office, second floor kitchen and toilets. Areas outstanding are entrance hall and landing which do not make sense to do unless a new front door arrangements that helps to retain heat is considered. Even then, may not be relevant. Investigation to take place.	

21

Windows	<p>Painted timber single-glazed sliding sash windows are generally in fair condition however the majority of windows are showing signs of failed/worn decorations. There is a crack to a low-level window which may be at risk increasing in size during the winter months. It was advised windows were operational; routine maintenance shall be required to ensure windows remain operational.</p> <p>Numerous window reveals are showing signs of missing/defective mortar and is a likely source of water ingress and may affect the thermal performance of the property. A cost for redecoration and putty repairs has been included in year 1; high level access costs have been allocated in item 1.5 as part of the roof repairs and guttering clearance.</p>		x		Not started	
---------	---	--	---	--	-------------	--