Climate Action Working Party
Committee Meeting of Witney Town Council

Thursday, 11th June, 2026 at 3.30 pm

To members of the Climate Action Working Party Committee - S Simpson, J Aitman, D Edwards-Hughes, D Enright and J Robertshaw (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Gallery Room, The Corn Exchange, Witney** for the transaction of the business stated in the agenda below.

Admission to Meetings

All Council meetings are open to the public and press unless otherwise stated.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Committee Clerk derek.mackenzie@witney-tc.gov.uk in advance.

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

As a matter of courtesy, if you intend to record any part of the proceedings, please let the Deputy Town Clerk or Committee Clerk know before the start of the meeting.

Agenda

1. **Apologies for Absence**

   To consider apologies and reasons for absence.

   Committee members who are unable to attend the meeting should notify the Committee Clerk derek.mackenzie@witney-tc.gov.uk **prior to the meeting**, stating the reason for absence.

   Standing Order 30(d)(v) permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.

2. **Minutes** (Pages 3 - 7)

   a) To adopt and sign as a correct record the minutes of the Climate Action Working Party meeting he on 25 September 2025.

   b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progre of any item).

3. **Carbon Reduction Plan** (Pages 8 - 39)

   To receive and consider the report of the Compliance & Environment Officer.

4. **Eco Fair 2026** (Pages 40 - 43)

   To recevie and consider the report of the Compliance & Enviroment Officer.

Date of Publication 5 June 2026

5. **Wildflower Planting - Curbridge Roundabout**

To receive and consider the report of the Biodiversity & Green Spaces Officer concerning the establishment of a wildflower area at Curbridge Roundabout.
(Minute: CB509 Climate &Biodiversity Committee09.09.2025 relates)

6. **National Emergency Briefing**

To recieve a verbal update from Officers

Town Clerk

Town Hall, Market Square
Witney
Oxon
OX28 6AG

Mrs Sharon Groth FSLCC FCMI
Town Clerk

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CLIMATE ACTION WORKING PARTY MEETING OF THE WITNEY TOWN COUNCIL

Held on Thursday, 25 September 2025

At 4.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor S Simpson (Chair)

Councillors:	D Edwards-Hughes	J Robertshaw
	D Enright	R Smith (In place of J Aitman)
Officers:	Adam Clapton	Deputy Town Clerk
	Zoe Henstridge	Administrative Support - Halls & Green Spaces
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
Others:	None.	

7 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor J Aitman, Councillor R Smith attended as a substitute.

8 **MINUTES**

The minutes of the Climate Action Working Party meeting held on 22 July 2025 were received.

Resolved:

That, the minutes of the Climate Action Working Party meeting held on 22 July 2025 be approved as a correct record of the meeting and be signed by the Chair.

Cllr D Enright joined the meeting at 4:05pm

9 **WITNEY PARISH CARBON FOOTPRINT**

The Working Party received and considered a report which complimented the Compliance and Environment Officer's progress with the Councils Strategy & Action Plan. The report had originally been considered by the Climate & Biodiversity Committee on 9 September and Members of the Working Party were now asked for their recommendations and proposed actions.

Members welcomed the report which highlighted the potential goals in reducing the carbon footprint of the parish and noted that a number of those goals were already being carried out in the Council's activity such as their support for community bus services, the community fridge

and larder, promotion of active travel and improved land management which incorporated the use of allotments and community orchards. It was noted that further changes could be incorporated into the further actions that the Working Party and Climate & Biodiversity Committee set.

Although wider parish objectives were part of the Council's overall objective to be carbon neutral by 2028, it was agreed carbon reduction of the Council's facilities and estate should take precedence and that this should be the main focus of the Working Party.

Members appreciated the short time that the Compliance and Environment Officer had been in post in order to compile the assessments and reports between meetings of the Committee and Working Party and welcomed receipt of an impact report on the Council's activities at the earliest opportunity.

Recommended:

1. That, the report of the Compliance and Environment Officer be noted and,
2. That, an impact report of the Council Activities be provided and,
3. That, the changes be incorporated where possible, but precedence be given to the town council's facilities.

10 **DRAFT CLIMATE STRATEGY & ACTION PLAN**

The Working Party received and considered the report of the Compliance & Environment Officer, along with the draft climate strategy and action plan for the Council. The report and draft plan had originally been considered by the Climate & Biodiversity Committee on 9 September and Members of the Working Party were now asked for their recommendations and proposed actions.

The C&EO welcomed the points raised by the Climate & Biodiversity Committee at their meeting on 9 September. Members heard that some of the suggested improvements would come from existing budgets however others would have to be included in the 2026-27 budget setting process.

Additionally, Members heard that work was ongoing with the Action Plan this included collaboration between all Officers to ensure that any action followed the overall corporate strategy plan and reflected individual Committees terms of reference.

Members made additional suggestions to refine the details within the Action Plan, such as the inclusion at an early stage of the financial cost of each action as well as the potential carbon reduction impact figures so as to allow the Council and residents to see, as each Key Performance Indicator was reached, the cumulative impact of carbon reduction achieved.

Members asked that the actions be placed into order of impact and for Council and Community actions to separated. They acknowledged that although the action plan and strategy were not yet at a quantitative stage, that the work so far was a great starting point and were pleased with the progress made.

Lastly, various access to grant funding options were discussed and the C&EO advised they were aware of these and that each would be explored further as the action plan was implemented.

Recommended:

1. That, the report be noted and,
2. That, Officers incorporate the suggestions of the Working Party into the final version of the Action Plan and Climate Change Strategy and
3. That, any grant funding opportunities are explored by Officers.

11 **PUBLIC HALLS - BURWELL HALL**

The Working Party received and considered the report of the Compliance & Environment Officer concerning potential improvements to Burwell Hall.

Although officers were in the process of obtaining assessments for the Council's other facilities, an energy audit in 2022 had highlighted several further areas for improvement after the replacement of the boiler which was completed in 2023.

Members were advised that small changes such as the replacement of lighting was carried out as the need arose and that the existing maintenance budget for the hall would be used. However larger projects such as the ones highlighted in the 2022 report for improvements to the halls ceiling (£10,000-15,000) and the introduction of Solar PV arrays (£10,000 – 12,000) would require budget setting or grant funding.

Officers would look to obtain updated estimates for the costs of the ceiling and Solar PV works ahead of the 2026-27 budget setting however, the Deputy Town Clerk advised that there was an existing Energy efficiency budget for the Councils buildings which may be utilised towards the cost of improvements.

Recommended:

1. That, the report be noted and,
2. That, updated estimates for Solar PV and Ceiling insulation be obtained ahead of 2026-27 budget setting and,
3. That, the level of the existing energy efficiency be investigated by Officers.

12 **WATER REFILL STATION - THE LEYS**

The Working Party received and considered a verbal update from the Compliance & Environment Officer concerning a potential budget addition for the 2026-27 year.

Members heard that this scheme had originally been the idea of the previous Youth Council. The Operations Manager had reviewed the project in 2023 and indicated a cost of approx. £3,500 to implement.

Members were supportive as it's need was evidenced at events previously held on The Leys. They asked that the new Youth Council and Stronger Communities Committee be involved in the delivery of the project along with a consideration that the fountain be utilised by both people and dogs.

Recommended:

1. That, the verbal update be noted and,

2. That, the project be supported by this Working Party and recommended for inclusion in the 2026-27 budget for consideration by the Stronger Communities Committee.

Cllr D Enright left the meeting at 4:39pm

13 **CARBON LITERACY TRAINING**

Members of the working party that were also West Oxfordshire District Council members were asked to provide their feedback on research.

The Chair advised that she has attended meetings held by WODC however, had not been able to progress the idea of having the carbon literacy training opened up to the Town Council.

Cllr R Smith advised that the decision would likely be taken by the Audit & Governance Committee and would follow up with her fellow WODC Councillors to request a response from WODC.

Recommended:

1. That, WODC Council members follow up with the Audit & Governance Committee.

14 **WEBSITE INFORMATION**

Working Party members advised they had seen several Council websites which hosted green and climate initiatives.

Members provided ideas of Websites from other Councils and agreed to forward the details they had to the Compliance & Environment Officer for consideration.

Additionally, Members would continue to look and provide details of anything they found that could be of further interest.

Recommended:

1. That, the websites as advised be noted and,
2. That, Members continue to provide additional material.

15 **WITNEY ECO FAIR**

The Working Party received an update on the Eco Fair scheduled for 9th October from the Compliance & Environment Officer.

Plans were in place and 9 out of 32 of the invited representatives had replied to advise they would be taking part. Confirmed attendees were from WODC, OCC, WTC, Low Carbon Hub, BBWOT and the Cherwell Collective

The C&EO would continue to chase up those that had not responded, those that were unable to attend would be asked if they had literature that could be displayed in their absence.

Members asked if the digital poster advertising the event could be shared and flyers could be made for their use, distribution in the Corn Exchange and also shared by the Chair, who would be attending a similar event being held by St Marys Church Eco Group.

Recommended:

1. That, the verbal update be noted and,
2. That, the digital poster be shared and small flyers be created.

The meeting closed at: 4.52 pm

Chair

CLIMATE ACTION WORKING PARTY

Agenda Item: Carbon Reduction Plan

Meeting Date: Thursday 11 June 2026

Contact Officer: Compliance and Environment Officer

The purpose of this report is to provide an update to the Climate Action Working Party on recommendations from the Climate & Biodiversity Committee and outlines next steps for progressing the Council's carbon reduction plan.

Background

The Climate & Biodiversity Committee met on 19 May 2026 and agreed a number of recommendations following consideration of a report from the Compliance & Environmental Officer. A key recommendation was:

To delegate authority to officers to scope options for allocating the £50,000 carbon reduction budget, with findings to be reported to the Climate Action Working Party on 11 June 2026.

Carbon Reduction Recommendations Reports

Energy Solutions Oxfordshire have undertaken the Carbon Reduction Recommendations Reports for Burwell Hall, Windrush Cemetery Depot and the Corn Exchange. These reports were presented to the Climate & Biodiversity Committee on 19 May 2026. Members of the committee discussed how the allocated £50,000 capital budget for carbon reduction projects could best be utilised and how this may be matched funded through Energy Solutions Oxfordshire's Green Fund. The fund can match funding up to £10,000. It was also discussed that priority projects could include the energy improvement works at Windrush Cemetery Depot (estimated at approximately £14,000) and the installation of solar panels at the Corn Exchange (estimated at approximately £34,000). The full reports for both buildings presented at the committee meetings are attached for information.

A summary of recommended energy saving measures and associated carbon impacts are detailed below:

Windrush Cemetery Depot

Energy savings recommendations - summary				
Opportunity	Payback (years)	Savings current & future energy prices (£ / yr)	Estimated costs (£)	Carbon impact (tCO_2e / yr)
1) Take and submit meter readings	-	0	0	0.00
2) Add heating controls	0.9	129	120 to 310	0.11
3) Add loft insulation	5.4	103	560	0.08
4) Add timer to hot water	4.3	42	180	0.03
5) Upgrade lighting to LEDs	7.6	230	1,750 to 2,100	0.19
6) Add draught proofing to external door	-	0	20 to 40	0.00
7) Investigate fridge use	-	See details	See details	0.00
8) Provide signage for disabled toilet door	0.1	18	1 to 2	0.02
9) Add solar PV panels	9.5	442	4,186 to 4,508	0.26
10) Consider an air to air heat pump system	11.6	519	6,000 to 8,000	0.42
	TOTAL	£1,483 per year	£12,817 to 15,70	1.11 tCO_2e per year

Corn Exchange

Energy savings recommendations - summary				
Opportunity	Payback (years)	Savings current & future energy prices (£ / yr)	Estimated costs (£)	Carbon impact (tCO_2e / yr)
1) Manage heating	1.1	271	300	0.63
2) Conduct an out of hours survey	-	See details	0	0
3) Upgrade lighting to LEDs	9.9	844	8,400 to 9,800	0.69
4) Add draught proofing to external doors	-	See details	50 to 70	0
5) Investigate glazing solutions	44.6	271	12,100 to 16,500	0.63
6) Manage summer heat	-	See details	1,500 to 2,000	0
7) Add solar PV panels	8.7	3,573	31,096 to 35,880	2.34
8) Consider an air to water heat pump system	-	See details	35,000 to 45,000	8.02
	TOTAL	£4,959 per year	£88,446 to 109,550	12.30 tCO_2e per year

Key Actions and Next Steps

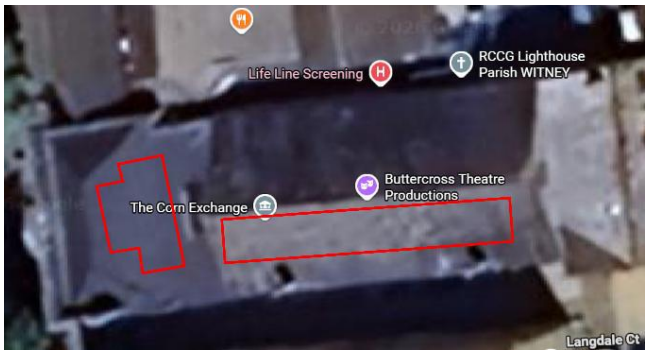
1. Project Delivery:

Officers will:

- Progress priority projects at both sites, including scoping, design, procurement, delivery, and performance monitoring.
- Use costings to support external funding applications.
- Schedule in-house works at Windrush Cemetery Depot at the earliest opportunity.
- Obtain specialist contractor quotations where required (e.g. electrical and heating works).
- Investigate installation of an automatic electric meter reading system at Windrush Cemetery Depot.

2. Corn Exchange - Feasibility:

The Corn Exchange is a Grade II listed building within a Conservation Area. Any proposed installation of solar PV panels to the south and east facing elevations will require careful consideration.



Officers will:

- Engage early with the Planning Team at West Oxfordshire District Council.
- Assess feasibility of installing south and east facing solar panels.
- Report findings back to a future Council meeting.

3. Grant Funding:

An application will be submitted to the Energy Solutions Oxfordshire Green Fund, which offers:

- Match funding of up to £10,000 for eligible energy efficiency or renewable projects

Applications will be pursued for both sites where feasible.

Next application deadline: 9 September 2026

Corporate Strategy

The Council's Strategic Plan 2025–29 sets out the Council's long-term priorities and direction, supporting its mission to 'make Witney a great place to live, work and visit.' This report contributes to the delivery of the following strategic pillar of the plan:

7. **A Green and Resilient Town** – Rooted in the Council's 2019 Climate Emergency declaration, with a commitment to embedding environmental responsibility into all Council activities and achieving carbon neutrality by 2028.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

a) Equality – All procurement will be in accordance with the Council's Equal Opportunities Policy.
b) Biodiversity – No significant adverse impacts anticipated; positive impacts expected through emissions reduction.
c) Crime & Disorder - No direct implications identified.
d) Environment & Climate Emergency – Positive contribution toward climate mitigation and adaptation objectives.

Risk

In decision making Members should consider any risks to the Council and any action it can take to limit or negate its liability.

All recommendations from the Climate Action Working Party will be referred to the relevant Committee and Full Council for formal approval.

Social Value

Social value is the positive change the Council creates in the local community within which it operates. The delivery of the carbon reduction programme will generate wider benefits, including:

- Community engagement and awareness.
- Support for local businesses.
- Environmental improvements.

Project Procurement

All procurement activities will comply with:

- Relevant legislation.
- Council Procurement Policy.
- Standing Orders and Financial Regulations.

The Council will ensure best value, balancing cost, quality, and service delivery, while maintaining efficiency and effectiveness.

Financial Implications

- £50,000 capital budget allocated for 2026-2027 carbon reduction projects.
- Expenditure will follow established Council approval processes.
- Additional external funding opportunities will be actively pursued.

Recommendations

Members are invited note the report and:

1. Support the proposed approach to allocating the carbon reduction budget.

Carbon Reduction Recommendations Report

for

Witney Parish Council

April 2026

Carbon & energy assessment of Corn Exchange

Market Square, Witney OX28 6AB

Funded by Westmill Solar Co-operative

ORGANISATION OVERVIEW

Report overview

Helen Watts from EiE met Janine Sparrowhawk on 21 April 2026. Recommendations in this report are based on our site visit & information obtained; we consider finances, carbon impact, and ease of implementation. Savings and costs are estimated using data provided and from our recent work. Below is a summary of the opportunities recommended; further pages provide detail on each opportunity.

Energy savings recommendations - summary

Opportunity	Payback (years)	Savings current & future energy prices (£ / yr)	Estimated costs (£)	Carbon impact (tCO_2e / yr)
1) Manage heating	1.1	271	300	0.63
2) Conduct an out of hours survey	-	See details	0	0
3) Upgrade lighting to LEDs	9.9	844	8,400 to 9,800	0.69
4) Add draught proofing to external doors	-	See details	50 to 70	0
5) Investigate glazing solutions	44.6	271	12,100 to 16,500	0.63
6) Manage summer heat	-	See details	1,500 to 2,000	0
7) Add solar PV panels	8.7	3,573	31,096 to 35,880	2.34
8) Consider an air to water heat pump system	-	See details	35,000 to 45,000	8.02
	TOTAL	**£4,959 per year**	**£88,446 to 109,550**	**12.30 tCO_2e per year**

Site details

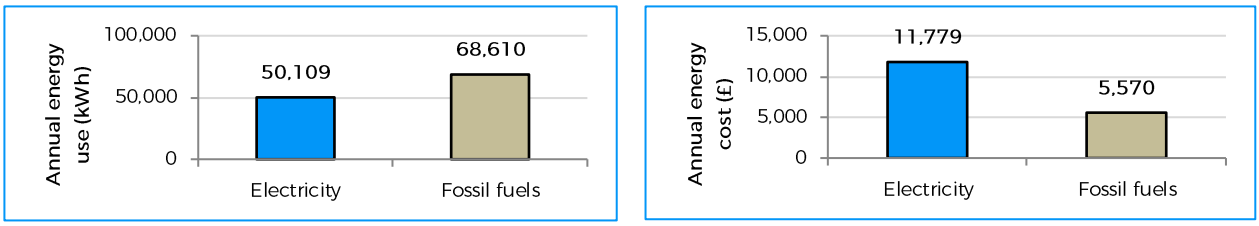
The Corn Exchange was built in 1863 and refurbished in 2015. There has been a café (open six days a week) in the entrance of the ground floor since 2021. The 561m^2 area consists of the café, theatre, Gallery meeting room, kitchen, various toilets and offices. The building is owned by Witney Town Council, is Grade II listed and in a Conservation Area. Levels of insulation in the walls and loft are unknown. Documents from the refurbishment make brief mention of insulation boards used on the ground floor but no further information. Windows are all single glazed and draughty in places. Some lighting has been changed to LEDs. Gas boilers heat radiators throughout and the theatre has an air handling system. There is one electricity and one gas meter, both read by the council monthly. The gallery room is used approximately 25 hours per week and theatre similarly. The Energy Performance Certificate (EPC) is rated C and Display Energy Certificate B.

ENERGY PROFILE

Energy consumption annual profile

Fuel type	Annual Energy use (kWh)	Cost per kWh (p)	Standing charge (p/day)	Approx. annual cost (£)
Electricity	50,109	21.7	248	11,779
Gas	68,610	7.9	41	5,570

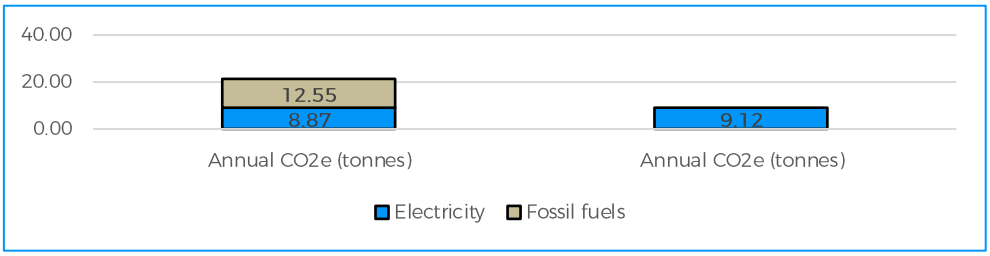
Energy profile breakdown for Corn Exchange consumption (left) and costs (right)



Consumption is based on information provided.

123.02 tonnes avoided CO_2e over 10 years by implementing recommendations (based on tonnes of CO_2e per year)

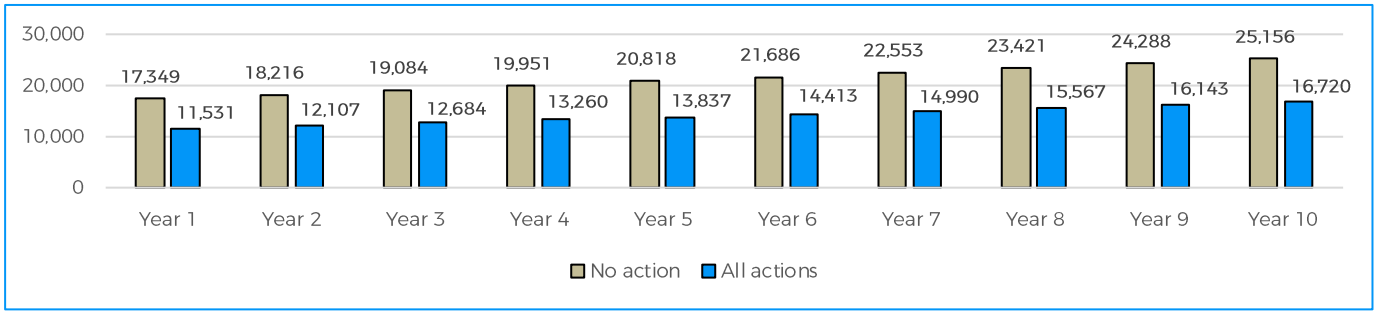
21.42 tonnes CO_2e from current annual energy consumption
9.12 tonnes CO_2e from implementing recommendations



Based on current annual CO_2e minus CO_2e implementing all actions using 2025 UK greenhouse gases coefficients.

£71,270 energy savings over 10 years by implementing all report recommendations

Corn Exchange energy spend in the next 10 years



Savings are 'no action' minus 'all actions' using Laser mid-range predicted UK electricity price rises.

1) Manage heating

Energy saving (kWh)	Cost saving (£)	Cost of action (£)
3,431	271	300

Your heating is controlled by an Ambiflex system, which is little understood and timings are unknown. It is suspected that heating may be on continually. The Air Handling Unit (AHU) is also a mystery. In order to save energy, carbon and money, we recommend getting a heating engineer / AHU contractor to service and explain the system, ensuring that controls are well-documented in the process. The following suggestions may help to guide your discussions:

Understand how the Ambiflex system works and review control settings – Engage an expert to point out what settings are possible and document the controls so they can be regularly updated according to building use. Check heating times and set temperature and reduce where possible, e.g. during milder winter weeks. Ensure times match occupancy as closely as possible. Leaving heating on unnecessarily when no one is in the building wastes energy.

Manage TRVs – Thermostatic radiator valves (TRVs) can be reduced in areas where users spend short amounts of time (corridors and toilets). Other spaces can be set to medium. Reset TRVs when possible.

Review boiler output temperature – Check the output temperature of your condensing gas boilers. They ideally run at 60 to 65°C to benefit from the efficiency of condensing; any hotter and efficiency is lost.

Map problem areas – Determine which rooms have issues of under or overheating due to the radiators. For cold rooms ensure the problem is not a faulty TRV or obstructions in front of a radiator.

Manage heating zones – Identify if boilers have separate radiator circuits that can be set differently. A heating engineer can determine if zones exist or can easily be introduced. If there are zones, review zone timing to reduce heating at some of the site when possible.

Calibrate temperature sensors – Arrange for a contractor to compare thermostat readings with actual to ensure accuracy. Arrange for inaccurate units to be replaced.

Balance radiators – When some radiators are unable to adequately heat rooms, contractors can reset input valves on all radiators to improve comfort if this has not been done recently; this has a cost.

Broaden maintenance checks – Your boilers will be serviced regularly. Review what checks are made and discuss with your contractor if further testing for efficiency is possible, such as burner or flue checks.

Air Handling Unit – Engage an expert to find out what settings are possible and advise on most efficient use. Ascertain what functions AHU has. Can it be used to cool or heat air or is it just for adding fresh air? If there are air filters, are these being changed or cleaned at regular intervals?

Actions

- Engage a contractor to show you how the system works and arrange servicing or further checks as necessary
- Review the above suggestions and carry out as appropriate to improve heating efficiency.

Costs and savings

Savings are based on reducing heating by 5%, though actual savings may be much higher. Costs are only for a contractor's time for a day.

2) Conduct an out of hours survey

Energy saving (kWh)	Cost saving (£)	Cost of action (£)
See details	See details	0

The amount of energy used overnight in your building is unknown. There is no access to half hourly energy data. Carrying out an 'out of hours' energy survey will help identify wasted energy when the building is not in use. The survey requires taking meter readings and finding & switching off energy using items that are not needed to reduce wasted energy. We recommend conducting an out of hours energy survey.

Gas meter readings are submitted as cubic metres, amounts can be converted to kWh using an on-line calculator: http://www.energylinx.co.uk/gas_meter_conversion.html

Actions

- In order to identify wasted energy out of hours, conduct a survey of energy use, arranging to switch off any items left on unnecessarily. These may include: lights, heating, fans, machinery on stand-by, and other appliances. Then establish a baseline of energy use: the minimum kW per hour outside of occupied hours.
- Conduct the survey at the end of a workday when no users are in the building.
- Switch off any items not needed. Check control manuals for heating, cooling, and air handling, if these need to be timed. Manuals can often be found on the internet.
- Take gas and electricity meter readings at the start of the survey and again first thing the next working morning, before users arrive. Note the time when all readings are taken.
- Calculate the average hourly out of hours energy use by subtracting the first meter reading from the current reading and dividing by the number of hours between both readings. Convert gas readings to kWh. This results in your average electricity and gas kW per hour.
- Regularly collect out of hours meter readings again and compare to the original baseline from the survey. If there has been an increase in kW per hour, further action to switch off unnecessary items may be needed.

Costs and savings

There may be savings from actions identified. There is no cost to this action.

3) Upgrade lighting to LEDs

Energy saving (kWh)	Cost saving (£)	Cost of action (£)
3,891	844	8,400 to 9,800

There are some non-LED lights installed in the building that can be replaced with LEDs to reduce energy use and maintenance as well as providing improved lighting quality. These include 54 double 5ft fluorescent tubes. LED lights are more energy efficient and exist for nearly every lighting type. They can reduce electricity use by up to 50% compared to other lighting. Additionally LEDs last at least 50,000 hours before they need to be replaced (fluorescent lights last 15,000 hours) resulting in reduced maintenance costs. We recommend replacing lights with new LED light fixtures to reduce the cost of lighting.

When selecting replacement lights there is also an opportunity to provide better lighting rather than using equivalent lights. Consider both the light quality preferred (known as colour temperature) that ranges from warm white, cool white or daylight and the level of brightness needed (measured in lumens). Ensure that, whichever contractor you use, they offer a minimum 5-year failure replacement guarantee.

You already have motion sensors for lights in many areas. Also consider light level sensors that can reduce lighting in naturally bright locations, e.g. near windows.

Actions

- Engage a lighting contractor to carry out an inventory of current lighting noting number and type of each light. For all non-LED lights discuss LED replacements. Generally LEDs are installed as entirely new fixtures rather than using existing fixtures.
- Discuss additional lighting controls, such as sensors, with contractors.
- We recommend contacting at least three lighting contractors for quotes.
- Choose a preferred contractor and arrange for the lights and controls to be installed.

Costs and savings

Savings are based on LEDs using less energy and lights being on 1,250 to 2,250 hours per year (25 to 45 hours over 50 weeks, depending on location) at 21.7p per kWh. Costs are based on the lighting inventory above and include the cost of installation. Actual quotes from lighting suppliers may differ.

4) Add draught proofing to external doors

Energy saving (kWh)	Cost saving (£)	Cost of action (£)
See details	See details	50 to 70

There are draughts from gaps at several exterior doors. There is an opportunity to reduce heat loss. Any gaps around the doors will let in cold air and draughts; blocking gaps with draught proofing will greatly reduce this. We recommend adding draught proofing to reduce discomfort during colder months.

Examples of draught stripping can be found online here:
https://www.screwfix.com/p/stormguard-self-adhesive-brush-pile-weatherstrip-white-5m-3-pack/30322

https://www.screwfix.com/p/stormguard-epdm-rubber-p-strip-white-20m/33145

The best way to determine if draught proofing is required on a door is to feel around the door when the heating is on and it is cold outside. Draughts will be very evident and remedial action can be taken.

Actions

- Add draught stripping to the door or door frame. If draught stripping is not suitable to attach (e.g. if the gap is not uniform), consider engaging a contractor to suggest improvements to the door frame.

Costs and savings

Savings are difficult to calculate, but this action will help reduce draughts and discomfort in winter months. Costs for a pack of three 5m brush pile weather strips are £13 and a pack of 20m rubber draught proofing strip are £14. Both could be attached by a volunteer.

5) Investigate glazing solutions

Energy saving (kWh)	Cost saving (£)	Cost of action (£)
3,431	271	12,100 to 16,500

Windows are single glazed and double glazing is not permitted. Some windows do not close properly or have gaps around them. There is an opportunity to improve windows through refurbishment suitable for listed buildings or adding secondary glazing. Both help reduce heat loss & draughts to keep the building comfortable in cold weather. We recommend engaging specialist contractors to discuss opportunities.

Refurbishing windows – This includes addressing draughts by improving airtightness, including: refinishing frames and glazing, or adding sealant. Further information is at these links:
https://www.historicengland.org.uk/advice/your-home/looking-after-your-home/repair/windows/

Other contractors may offer a sealant service; one product is here:
http://www.theenergysavers.co.uk/#!quattro-seal/c4rn

Secondary Glazing - These inner windows are suitable for Grade II listed sites and can be designed to open. Consider thickness of glass and U-value of the secondary window. Insulation is rated in U-values that measures heat loss through a structural element of a building; the lower the U-value the better the insulation. There are a number of specialist companies that can advise on glazing improvements for listed buildings and those of historic interest and related issues such as avoiding condensation. Links are below.

Installing secondary glazing can reduce heat loss without affecting the aesthetic of historic buildings. Historic England says that carefully designed secondary glazing allows the original windows to be retained unaltered, and where necessary repaired, reducing air leakage and conducted heat losses. As a result there is no loss of historic fabric and often the insulation is reversible. For more information see:
https://historicengland.org.uk/images-books/publications/eehb-secondary-glazing-windows/heag085-secondary-glazing/

The Victorian Society says that 'The secondary frames are aligned with the external window frames, cause the least visual disruption' (https://www.victoriansociety.org.uk/advice/windows-and-double-glazing).

Also see:
http://www.stormwindows.co.uk/
https://www.selectaglaze.co.uk/sectors/heritage-listed-buildings

An alternative is removable magnetic Perspex glazing, numerous providers exist. See:
https://www.magneglaze.co.uk/secondary-glazing/

Actions

- Engage qualified contractors to discuss window refurbishment and secondary glazing options.
- Define the work needed for windows. Obtain quotes from three appropriate contractors for window refurbishment and / or the design and installation of secondary glazing.
- Choose a preferred supplier and arrange for the work to be carried out.

Costs and savings

Savings are based on reducing annual heating expenditure by 5% based on approximately 55m^2 of windows having secondary glazing added. Costs for secondary glazing are based on £220 to £300 per m^2, including installation. Window refurbishment may be less than this. Final costs depend on glazing and frame specifications.

6) Manage summer heat

Energy saving (kWh)	Cost saving (£)	Cost of action (£)
See details	See details	1,500 to 2,000

Spells of hotter weather are becoming more common during the UK's summer. Using air cooling to address this is costly, particularly in naturally ventilated buildings.

The landing outside the Gallery room has three windows above and gets very hot. The Gallery room also gets too warm in the summer. It has blinds but these are rarely used, and it is unknown what sort of blinds they are (whether they are thermal blinds, for example). Adding exterior shading is not possible since it is a listed building.

The following are suggestions to help manage indoor temperatures during hot weather:

Review insulation – Sufficient building insulation can help reduce heat gain in the summer, particularly through roofs and walls. Ensure the building is properly insulated to help manage summer heat.

Solar reduction window treatment – Consider applying solar reduction treatment to the windows on the landing to repel the heat. For examples see: https://www.windowfilm.co.uk/

Shades for skylights – Another possibility is external blinds, which exist for skylights and can be attached by a member of staff. For example see: https://www.roofblinds.co.uk/catalog/velux/velux-awning-blinds

Close blinds and curtains – Closing curtains or blinds will help prolong indoor comfort. Ideally close curtains and blinds the previous evening before a particularly hot and sunny day.

Close windows and door and use fans – During outdoor temperatures 25°C or more, many users will open windows and doors to feel a breeze. If indoors is much cooler, instead use portable fans whilst closing windows and doors. This will provide air movement without overheating. If useful, install indoor and outdoor thermometers to display temperatures.

Purge indoor heat – Prolonged hot weather can lead to a build-up of indoor heat. Insulation can trap heat inside for longer. Overnight or early in the morning, when outdoor temperatures are cooler (e.g. 17°C), open windows, doors, rooflights, and even loft hatches to let hot air escape. Be sure to close these again before the temperature rises.

Actions

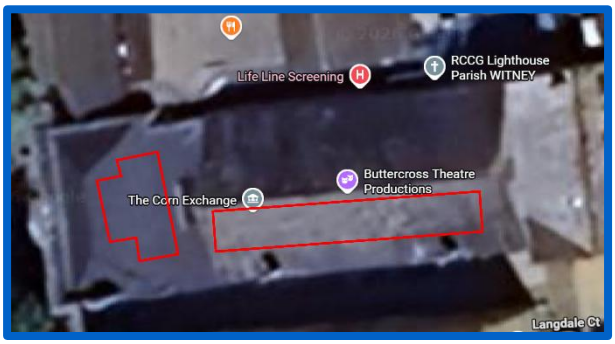
- Review the above suggestions and carry out as appropriate to improve comfort during hot weather.

Costs and savings

Savings are only from the absence of using air cooling systems, however these actions will improve comfort. There will be costs for adding curtains, blinds, or shading, or purchasing electric fans.

7) Add solar PV panels

Energy saving (kWh)	Cost saving (£)	Cost of action (£)
13,218	3,573	31,096 to 35,880



It is unknown whether you would get planning permission for adding solar to the roofs; you would need to apply. However, there is sufficient space to install south and east facing solar PV panels on the roof to generate electricity from sunlight, which will reduce the amount drawn from the National Grid saving you energy costs and carbon. We recommend, subject to planning and survey, a smaller east facing 7.36 kWp array of 16 panels, generating an estimated 5,851kWh per year and a larger 16.56 kWp solar array of 36 panels generating an estimated 16,179 kWh of electricity per year. For every kWh generated from solar panels that you use on site you will save 21.7p (your daytime electricity rate). Surplus solar electricity is exported back to the National Grid and you will receive approximately 5p to 15p per kWh from the Smart Export Guarantee, paid through your electricity supplier. We anticipate 60% of electricity generated will be used on site.

Find an MCS certified installer at this link: https://mcscertified.com/find-an-installer/

In addition to installing an array of solar PV panels on the roof, an inverter is installed indoors to make the electricity compatible with your building's electricity demand. While the sun shines every day, the amount generated is affected by temperature and cloud cover; weather data is used to estimate performance. Consider a battery to store electricity that would have been exported for use when the sun is not shining.

Actions

- Engage a solar PV contractor to design a solution for your premises. They will assess feasibility of the project, considering obstructions, such as trees and other buildings. Speak to the designer about batteries for storing electricity that would have been exported. You can then engage a number of contractors with the design for quotes on installation.
- Contact at least three solar panel contractors to obtain quotes. Installation quotes need to include a structural assessment of the roof to determine if it can bear additional weight.

Costs and savings

Savings are based on using UK solar data to estimate generation from 460W solar PV panels, exporting at 8p per kWh. Costs are based on £1,300 to £1,500 per kWp. Prices from contractors will differ.

8) Consider an air to water heat pump system

Energy saving (kWh)	Cost saving (£)	Cost of action (£)
43,224	858	35,000 to 45,000

The current boilers were installed in 2015 and will likely need replacing in the next ten years. It is wise to consider what your replacement options are before this happens so that you are ready. One option is an air source heating system (ASHP) that uses electricity but will deliver 3 units of heating from 1 unit of energy, making it over 300% more efficient than current heating. Inertia in the air is increased via compression through the heat pump and transferred to a wet heating system and radiators. We recommend investigating an air source heating system as a potentially efficient and low cost heating solution.

ASHPs run at 40 to 60°C, whereas conventional boilers run at 60 to 80°C, so require slightly longer heat up times and some maintaining of background temperature throughout most of the heating season. ASHPs qualify for a government rebate, claimed through installers, helping reduce the payback period of investment.

For further details see:
https://www.theecoexperts.co.uk/heat-pumps/types
https://www.renewableenergyhub.co.uk/main/heat-pumps-information/commercial-heat-pumps
https://www.daikin.co.uk/en_gb/product-group/commercial-heat-pumps.html

Some older radiators are not suitable for ASHPs as they lack sufficient surface area to emit enough heat. This will be the case with the vast majority of your radiators. Your heat pump designer can review radiators to see which need to be replaced. The pipework in the building will also need reviewing. Under floor heating is best suited to air source heat pumps. It suits the temperature of heat produced by the heat pump. Ensure there is sufficient back-up heating available in case of extremely cold temperatures. The requirement for such a system will depend on what system is eventually selected. Installers of systems will suggest various options, one of which is keeping a gas boiler for occasional use.

Solar PV panels can supplement electricity costs for heat pumps for further savings.

Thought may be needed in the location of the outdoor unit since it is a listed building, however there is ample space behind the building.

Actions

- Discuss the potential for an ASHP system at the site.
- Engage a qualified contractor to determine the feasibility of the project and develop drawings and specifications.
- Request quotes from three competent and qualified suppliers.
- Choose a preferred supplier and arrange for the system to be installed.

Costs and savings

Savings are based on replacing fossil fuels with electricity, savings 8.02 tonnes of CO_2e per year. This will save £858 per year at your current tariffs. Costs are based on heat pumps, pipework, new radiators, and removal of the current heating system. There may be additional costs for improving the electricity supply to the site, etc.

RESOURCES & NEXT STEPS

Insulation

Whether insulation was added to walls or lofts when the refurbishment took place in 2015 is not known. There may have been some floor insulation added, but that is the only information you currently have. Adding any wall insulation in the listed building is unlikely because of the interior design. However, exploring lofts to see if there is any insulation is definitely worthwhile. Adding loft insulation to a depth of 300mm will save energy. Loft insulation costs £20 to 25 per m^2 fully installed and will save approximately 15% of your heating bill if there is none present already.

Funding

Possible sources of funding for the recommendations in this report:

ESOx Green Fund (https://www.energysolutionsoxfordshire.org/get-match-funding-with-our-green-fund/) 25% match grant for recommendations in this report. The current round closes 10th June 2026.

Enterprise Oxfordshire may also have funding opportunities for businesses from time to time. Check here: https://enterpriseoxfordshirebusiness.com/net-zero-subpage-funding-and-grants/

You can also **sign up to the ESOx newsletter** at this link (see bottom left): https://www.energysolutionsoxfordshire.org/articles/

Solutions fit for the future

This report recommends installing new electrical products. We recommend discussing some technical considerations with your contractors. While UK electricals must comply with safety standards, there is currently no requirement that items are able to communicate with other electrical systems to maximise operating efficiency both on site and within the National electricity grid. For example, heat pumps use electricity and are best operated in tandem with solar PV panels and batteries to minimise use of more expensive grid electricity. As electricity networks make more use of data sharing, **ensure contractors consider compatibility when installing** the items below to help avoid later upgrades:

Solar PV panels – Ensure inverters, which convert DC power generated to AC power compatible with your site, have **'modbus'** interface. This enables communication with other devices, including batteries.

Heat pumps – Ensure these include **OpenADR** (automated demand response), which allows better electricity management, particularly in areas where sub-stations have grid constraints.

Your action progress update

Our report recommendations may help you choose what actions your organisation would like to act on. After a number of months, we will ask for an update on your progress. Some actions will be completed, some in progress, and others not yet started. Below is an example of how you can indicate your progress (tick one box per row). There is no expected completion date for any action, however your information is extremely important for helping us track project improvements.

Opportunity	Action completed	Action in progress	Not begun but intending to	Not begun, not intending to	Not applicable
1) Manage heating	◯	◯	◯	◯	◯
2) Conduct an out of hours survey	◯	◯	◯	◯	◯
3) Upgrade lighting to LEDs	◯	◯	◯	◯	◯
4) Add draught proofing to external doors	◯	◯	◯	◯	◯
5) Install secondary glazing	◯	◯	◯	◯	◯
6) Manage summer heat	◯	◯	◯	◯	◯
7) Add solar PV panels	◯	◯	◯	◯	◯
8) Consider an air to water heat pump system	◯	◯	◯	◯	◯

Carbon Reduction Recommendations Report

for

Witney Parish Council

December 2025

Carbon & energy assessment of

Windrush Cemetery Depot Building

Witney OX29 6UT

ENERGY SOLUTIONS OXFORDSHIRE®

Funded by UK Government

WEST OXFORDSHIRE DISTRICT COUNCIL

ORGANISATION OVERVIEW

Report overview

Helen Watts from EiE met Janine Sparrowhawk on 16 December 2025. Recommendations in this report are based on our site visit & information obtained; we consider finances, carbon impact, and ease of implementation. Savings and costs are estimated using data provided and from our recent work. Below is a summary of the opportunities recommended; further pages provide detail on each opportunity.

Energy savings recommendations - summary

Opportunity	Payback (years)	Savings current & future energy prices (£ / yr)	Estimated costs (£)	Carbon impact (tCO_2e / yr)
1) Take and submit meter readings	-	0	0	0.00
2) Add heating controls	0.9	129	120 to 310	0.11
3) Add loft insulation	5.4	103	560	0.08
4) Add timer to hot water	4.3	42	180	0.03
5) Upgrade lighting to LEDs	7.6	230	1,750 to 2,100	0.19
6) Add draught proofing to external door	-	0	20 to 40	0.00
7) Investigate fridge use	-	See details	See details	0.00
8) Provide signage for disabled toilet door	0.1	18	1 to 2	0.02
9) Add solar PV panels	9.5	442	4,186 to 4,508	0.26
10) Consider an air to air heat pump system	11.6	519	6,000 to 8,000	0.42
	TOTAL	£1,483 per year	£12,817 to 15,70	1.11 tCO_2e per year

Site details

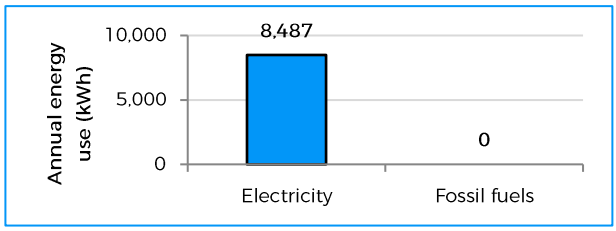
The depot was built in 2003 and consists of a mess room, toilets, visitor seating area, garage and drying/ storage room. It has an indoor area of 122m^2 and is owned by Witney Parish Council, who would like to make their buildings as sustainable as possible. Walls are likely to have some insulation based on construction date; the loft has a limited amount of insulation and windows are double glazed. There are electric panel heaters in the toilets, drying room and mess room. There is no gas on site. Most meter readings are estimated according to bills seen. The building is occupied Monday to Friday from 8.30am to 5pm throughout the year. There is no Energy Performance Certificate (EPC).

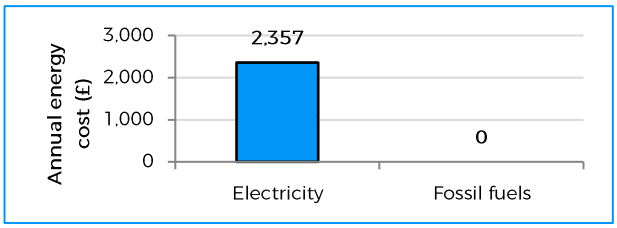
ENERGY PROFILE

Energy consumption annual profile

Fuel type	Annual Energy use (kWh)	Cost per kWh (p)	Standing charge (p/day)	Approx. annual cost (£)
Electricity	8,487	21.7	141.22	2,357

Energy profile breakdown for Windrush Cemetery Depot Building consumption (left) and costs (right)

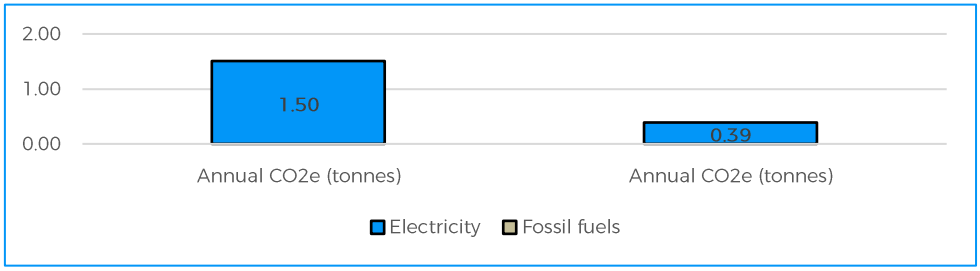




Consumption is based on information provided.

11.11 tonnes avoided CO_2e over 10 years by implementing recommendations (based on tonnes of CO_2e per year)

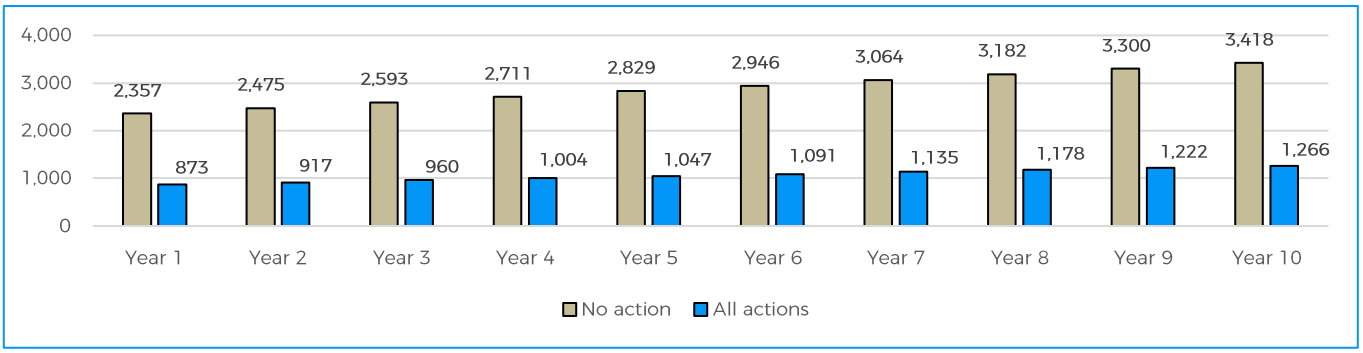
1.50 tonnes CO_2e from current annual energy consumption
0.39 tonnes CO_2e from implementing recommendations



Based on current annual CO_2e minus CO_2e implementing all actions using 2025 UK greenhouse gases coefficients.

£18,182 energy savings over 10 years by implementing all report recommendations

Windrush Cemetery Depot Building energy spend in the next 10 years



Savings are 'no action' minus 'all actions' using Laser mid-range predicted UK electricity price rises.

ENERGY SAVINGS RECOMMENDATIONS

1) Take and submit meter readings

Energy saving (kWh)	Cost saving (£)	Cost of action (£)
0	0	0

Many of your electricity bills are based on estimated readings. The meter is easily accessible. There is an opportunity to improve billing accuracy. By recording and submitting energy meter readings to your energy suppliers regularly and accurately, energy bills will be correct. Knowing annual kWh of electricity helps budget for new energy contracts. Meter readings build an energy profile that will help identify unexpected changes in energy use. This will be particularly useful to monitor the success of energy improvements you make. We recommend appointing someone to take monthly meter readings and submit them to energy suppliers.

Upgrading to a meter that submit automatic readings may be possible through your suppliers. These will automatically send readings so bills are not estimated.

Actions

- Arrange to record actual meter readings on the same day once per month. Enter these into a spreadsheet and calculate usage by subtracting the previous reading from the current reading.
- Submit meter readings to your energy suppliers prior to billing (the timing of this will differ for each supplier). Depending on your supplier, readings can be submitted via website, email, or by telephone.
- Use monthly energy consumption to form a baseline of use so that you can easily detect and act upon unexpected rises in use, as well as savings from implementing saving measures.

Costs and savings

There may be savings from more accurate billing. There is no cost to this action.

2) Add heating controls

Energy saving (kWh)	Cost saving (£)	Cost of action (£)
594	129	120 to 310

The OFXE Dimplex oil filled panel heaters are manually controlled using the dials on each heater. During the site visit, all the heaters were on despite no staff being on site. Having the heaters on when no one is in the building wastes energy. This can be improved. New controls will allow heating times and temperatures to be set more easily. This will help reduce costs from unnecessary heating. We recommend installing heating controls.

One option is a 7-day timer for each heater, Times can be set according to when staff are most likely to be in each space with heaters coming on a maximum of 45 minutes before staff come in and going off 15 to 30 minutes before they leave. It may be possible to have the heaters on in the morning, at lunchtime and for a period in the afternoon – it all depends on the usage of each room.

For examples see:
https://www.tlc-direct.co.uk/Products/SMETU17.html
https://www.screwfix.com/p/masterplug-tes7-digital-plug-in-plug-through-programmable-timer/50676
https://www.electricpoint.com/timeguard-ntt03-24hr-7day-compact-electronic-immersion-timer.html

Another possibility is using booster buttons which can be fitted to each radiator and when pressed, set the heaters to come on for a set time period between 15 minutes and 4 hours.
https://www.heatingcontrolsonline.co.uk/horstmann-secure-30-60-120-boost-timer.html
https://www.electricpoint.com/timeguard-tgbt4n-4-hour-electronic-boostmaster-timer.html

A further solution would be to install an air to air heat pump (see recommendation 10) with appropriate controls for each room. If this is a likely solution, and soon, we would not suggest adding heating controls as they will only be used briefly.

Actions

- Review heating requirements in the different rooms of your building taking into account:
  - Are user controls appropriate? How much control do you want to offer ranging from full control of time and temperature to a 'boost button' or no control at all?
  - Do you need a setback function to return the heating to its original settings if users alter controls?
  - Is heating required at the same time every day of the week or would a 7-day programmer, which would allow you to programme the heating a week in advance, be more appropriate?
- Once this review is completed, contact a local qualified electrician to quote for installing appropriate heating controls. We recommend contacting at least three contractors for quotes.
- Choose a preferred contractor and arrange for the controls to be installed.

Costs and savings

Savings are based on reducing heating by 10% (heating estimated at 70% of electricity use). Possible costs for the four rooms needing controls are as follows: A 7-day timer is approximately £30 and a boost button £20 to £40. Plug in timers do not require installation costs; booster buttons or hard-wired timers will require half a day of an electrician's time.

3) Add loft insulation

Energy saving (kWh)	Cost saving (£)	Cost of action (£)
475	103	560

Visual inspection showed that there is approximately 100mm of insulation in your loft. There is an opportunity to add insulation. Up to 25% of your building's heat is lost through the roof if it is un-insulated. We recommend increasing insulation to 300mm. This will minimise heat losses in winter, reduce heat gains in summer, improve comfort levels for users, and reduce annual energy bills by reducing heating requirements.

Loft insulation is widely available and mainly comes as glass or mineral wool. An example is here: http://www.wickes.co.uk/Products/Building-Materials/Insulation/Loft-Insulation/c/1000270

300mm of loft insulation will improve U-value, which is a measure of the insulation properties of the material (the lower the U-value, the greater the insulating properties). Check the U-value or ask a contractor if a U-value of 0.16 W per m^2k can be achieved.
Ensure that insulation is laid evenly over the whole loft, including right to the edges, to avoid cold spots where heat can escape.

Actions

- Install loft insulation to a recommended level of 300mm to maximise heat retention in the building. Discuss any moisture issues with contractor.
- Engage a qualified contractor for this work. Ideally obtain quotes from three contractors. The costs of installation can be reduced by using staff members to carry out this work.

Costs and savings

Savings are based on reducing heating by 8% (assuming heating accounts for 70% of elelctricity use). Costs are based on 200mm of loft insulation covering 28m^2 at £20 per m^2 including labour and other costs.

4) Add timer to hot water

Energy saving (kWh)	Cost saving (£)	Cost of action (£)
192	42	180

Your hot water heater in the disabled toilet appears to be always on and heating water 24 hours a day 365 days a year. It is rated at 3 kW and will use about 0.7 kW a day to heat the water. Arrange for a timer to be installed to control heating times. Energy will be saved by only heating the water when users are likely to be in the building. We recommend arranging to install 7-day programmable timer to control hot water heater times to save energy.

An example of timer is here: http://www.screwfix.com/p/lap-7-day-digital-immersion-timer/1804r

Electric hot water heaters store low amounts of water and represent low Legionella risk if they are on for 15 minutes at 60°C prior to use.

Actions

- Arrange for an electrician to install a 7-day timer on the hot water heater.
- Set timer to switch off when not needed, for example 5pm every night. Programme the timer to turn on 30 minutes before hot water is required, for example 9am. The timer can be off the whole of each weekend too, if appropriate.

Costs and savings

Savings are based on your hot water unit being off 75% of the time (5pm to 9am and off at weekends), assuming it uses 0.7 kW per day. As hot water heaters are hard-wired you will need to get a qualified electrician to wire in the timer, which will cost around £30 plus half a day's labour. If you change your lighting to LEDs (see recommendation 5), you could ask your LED lighting contractor if they can include this work when on site.

5) Upgrade lighting to LEDs

Energy saving (kWh)	Cost saving (£)	Cost of action (£)
1,062	230	1,750 to 2,100

There are some non-LED lights installed in the building that can be replaced with LEDs to reduce energy use and maintenance as well as providing improved lighting quality. These include five double 6ft fluorescent tubes and nine 2D bulkheads. LED lights are more energy efficient and exist for nearly every lighting type. They can reduce electricity use by up to 50% compared to other lighting. Additionally LEDs last at least 50,000 hours before they need to be replaced (fluorescent lights last 15,000 hours) resulting in reduced maintenance costs. We recommend replacing lights with LEDs to reduce the cost of lighting.

When selecting replacement lights there is also an opportunity to provide better lighting rather than using equivalent lights. Consider both the light quality preferred (known as colour temperature) that ranges from warm white, cool white or daylight and the level of brightness needed (measured in lumens). Ensure that, whichever contractor you use, they offer a minimum 5-year failure replacement guarantee. Consider additional lighting controls, such as absence detectors, that will switch off lighting when no movement is detected for a period of time. This is particularly useful for toilets, corridors and the garage where users spend short periods of time.

Actions

- Engage a lighting contractor to carry out an inventory of current lighting noting number and type of each light. For all non-LED lights discuss LED replacements. Generally LEDs are installed as entirely new fixtures rather than using existing fixtures.
- Alternatively, once current lighting stocks are used, ensure LED lights are always used to replace any future failed bulbs or tubes.
- Discuss additional lighting controls, such as sensors, with contractors.
- We recommend contacting at least three lighting contractors for quotes.
- Choose a preferred contractor and arrange for the lights and controls to be installed.

Costs and savings

Savings are based on LEDs using less energy and lights being on 2,210 hours per year in the garage and 1,105 hours elsewhere (8.5 hours on weekdays over 52 weeks, or half that for bulkheads) at 21.7p per kWh. There will be further savings from additional lighting controls, particularly in the garage. Costs are based on the lighting inventory above and include the cost of installation. Actual quotes from lighting suppliers may differ.

6) Add draught proofing to external door

Energy saving (kWh)	Cost saving (£)	Cost of action (£)
0	0	20 to 40

There was a noticeable draught by the main exterior door. There is an opportunity to reduce heat loss. Any gaps around the doors will let in cold air and draughts; blocking gaps with draught proofing will greatly reduce this. We recommend adding draught proofing to reduce discomfort during colder months.

Examples of draught stripping can be found online here: https://www.screwfix.com/c/security-ironmongery/draught-excluders/cat840242

The best way to determine if draught proofing is required on a door is to feel around the door when the heating is on and it is cold outside. Draughts will be very evident and remedial action can be taken.

Actions

- Add draught stripping to the door or door frame. If draught stripping is not suitable to attach (e.g. if the gap is not uniform), consider engaging a contractor to suggest improvements to the door frame.

Costs and savings

Savings are difficult to calculate, but this action will help reduce draughts and discomfort in winter months. Costs for draught strips are estimated at £20 to £40, attached by a member of staff.

7) Investigate fridge use

Energy saving (kWh)	Cost saving (£)	Cost of action (£)
See details	See details	0

The fridge in the mess room is on 24 hours a day, 7 days a week. There were a few bottles in the fridge, which may or may not have been in date, other than that it was empty. A fridge will constantly use energy and could be wasting energy if it isn't needed. This can be investigated.

Ask the staff about regularity of fridge use. It may be that the low usage seen during the site visit was an anomaly, in which case, no change is needed. If the fridge is rarely used, it may be possible to replace it with a mini fridge or take the fridge away altogether – or for it to be turned off during the winter months and turned back on during the summer.

Examples of mini fridges can be found here:
https://www.amazon.co.uk/mini-office-fridge/s?k=mini+office+fridge

Actions

- Survey staff to find out how much they use the fridge and decide whether it is necessary, whether it could be downsized or disposed of altogether.

Costs and savings

A constantly running under counter fridge will cost an average of £48 per year to run. At your tariff, this amounts to a saving of 220kWh if it is turned off. Mini fridges start at £100. There is no cost if the fridge is left as it is, but there may be a disposal cost to get rid of the fridge.

8) Provide signage for disabled toilet door

Energy saving (kWh)	Cost saving (£)	Cost of action (£)
85	18	1 to 2

The disabled toilet has a heater in it and this opens straight into the visitors waiting room, which is unheated and often open to the elements. On cold days, the heat from the disabled toilet will disperse directly outside if the toilet door is left open, resulting in wasted energy. This can be improved. Clear signage on the door asking users to keep the door closed will ensure more of the heating energy is kept inside the toilet.

Actions

- Write simple and eye-catching signage to encourage users to keep the door closed at all times.
- Visuals are often more eye catching than words. Consider using images as well as words.

Costs and savings

Savings are based on reducing heating energy use by 1% (heating is assumed to be 70% of energy use). There is minimal cost to this action.

9) Add solar PV panels

Energy saving (kWh)	Cost saving (£)	Cost of action (£)
1,490	442	4,186 to 4,508

There is sufficient space to install south facing solar PV panels on the roof to generate electricity from sunlight, which will reduce the amount drawn from the National Grid saving you energy costs and carbon. We recommend, subject to survey, a 3.22 kWp solar array of 7 panels generating an estimated 2,979 kWh of electricity per year. For every kWh generated from solar panels that you use on site you will save 21.7p (your day time electricity rate). Surplus solar electricity is exported back to the National Grid and you will receive approximately 5p to 15p per kWh from the Smart Export Guarantee, paid through your electricity supplier. We anticipate 50% of electricity generated will be used on site.

Find an MCS certified installer at this link: https://mcscertified.com/find-an-installer/

In addition to installing an array of solar PV panels on the roof, an inverter is installed indoors to make the electricity compatible with your building's electricity demand. While the sun shines every day, the amount generated is affected by temperature and cloud cover; weather data is used to estimate performance. Consider a battery to store electricity that would have been exported for use when the sun is not shining.

Actions

- Engage a solar PV contractor to design a solution for your premises. They will assess feasibility of the project, considering obstructions, such as trees. Speak to the designer about batteries for storing electricity that would have been exported. You can then engage a number of contractors with the design for quotes on installation.
- Contact at least three solar panel contractors to obtain quotes. Installation quotes need to include a structural assessment of the roof to determine if it can bear additional weight.

Costs and savings

Savings are based on using UK solar data to estimate generation from 460W solar PV panels, exporting at 8p per kWh. Costs are based on £1,300 to £1,500 per kWp. Prices from contractors will differ.

10) Consider an air to air heat pump system

Energy saving (kWh)	Cost saving (£)	Cost of action (£)
2,393	519	6,000 to 8,000

The current panel heaters are old and aren't straightforward to contol in an efficient way (see recommendation 1). One replacement possibility is an air source heating system (ASHP) that uses electricity but will deliver 3 units of heating from 1 unit of energy, making it 300% more efficient than current heating. Inertia in the air is increased via compression through the heat pump and transferred to gas sent to fan emitters (which can be wall or ceiling mounted as shown in the picture). Up to 5 emitters can be attached to one pump and emitters in different rooms can be set to different timings and temperatures, according to needs. Heat pumps can also cool during the summer, should that be needed. We recommend investigating an air source heating system as a potentially efficient and low cost heating solution.

For further details see: https://www.theecoexperts.co.uk/heat-pumps/air-to-air-heat-pumps.

Possible installers can be found here:
https://www.renewableenergyhub.co.uk/search-installers

If coupled with solar technology producing electricity to power the pumps, this technology could provide background heating at very low running costs.

Actions

- Discuss the potential for an ASHP system at the site.
- Engage a qualified contractor to determine the feasibility of the project and develop drawing and specifications.
- Request quotes from three competent and qualified suppliers.
- Choose a preferred supplier and arrange for the system to be installed.

Costs and savings

Savings are based on heat pumps being 300% more efficient that panel heaters. You may find the heat pump needs to be on slightly longer than the panels, so savings are estimated at 50% rather than 66% of the current usage (and electricity for heating assumed to be 70% of overall energy use). This will save 0.42 tonnes of CO_2e per year, amounting to £519 saving per year. Costs are based on heat pumps, pipework, fan emitters, and removal of the current heating system. There may be additional costs for improving the electricity supply to the site, etc.

RESOURCES & NEXT STEPS

Funding

Possible sources of funding for the recommendations in this report:

ESOx Green Fund (https://www.energysolutionsoxfordshire.org/get-match-funding-with-our-green-fund/) 25% match grant for recommendation in this report. The current round closes 11th March 2026.

The Oxfordshire Local Enterprise Partnership (OxLEP) may also have funding opportunities for businesses from time to time. Check here: https://www.oxfordshirelep.com/funding-grants

You can also **sign up to the ESOx newsletter** at this link (see bottom left): https://www.energysolutionsoxfordshire.org/articles/

Solutions fit for the future

This report recommends installing new electrical products. We recommend discussing some technical considerations with your contractors. While UK electricals must comply with safety standards, there is currently no requirement that items are able to communicate with other electrical systems to maximise operating efficiency both on site and within the National electricity grid. For example, heat pumps use electricity and are best operated in tandem with solar PV panels and batteries to minimise use of more expensive grid electricity. As electricity networks make more use of data sharing, **ensure contractors consider compatibility when installing** the items below to help avoid later upgrades:

Solar PV panels – Ensure inverters, which convert DC power generated to AC power compatible with your site, have **'modbus'** interface. This enables communication with other devices, including batteries.

Heat pumps – Ensure these include **OpenADR** (automated demand response), which allows better electricity management, particularly in areas where sub-stations have grid constraints.

Your action progress update

Our report recommendations may help you choose what actions your organisation would like to act on. After a number of months, we will ask for an update on your progress. Some actions will be completed, some in progress, and others not yet started. Below is an example of how you can indicate your progress (tick one box per row). There is no expected completion date for any action, however your information is extremely important for helping us track project improvements.

Opportunity	Action completed	Action in progress	Not begun but intending to	Not begun, not intending to	Not applicable
1) Take and submit meter readings	◯	◯	◯	◯	◯
2) Add heating controls	◯	◯	◯	◯	◯
3) Add loft insulation	◯	◯	◯	◯	◯
4) Add timer to hot water	◯	◯	◯	◯	◯
5) Upgrade lighting to LEDs	◯	◯	◯	◯	◯
6) Add draught proofing to external door	◯	◯	◯	◯	◯
7) Investigate fridge use	◯	◯	◯	◯	◯
8) Provide signage for disabled toilet door	◯	◯	◯	◯	◯
9) Add solar PV panels	◯	◯	◯	◯	◯
10) Consider an air to air heat pump system	◯	◯	◯	◯	◯

CLIMATE ACTION WORKING PARTY

Agenda Item: Eco Fair 2026

Meeting Date: Thursday 11 June 2026

Contact Officer: Compliance and Environment Officer

The purpose of this report is to update the Climate Action Working Party on a proposed Eco Fair in Autumn 2026.

Background

The Climate & Biodiversity Committee meet on 19 May 2026 and agreed to several recommendations detailed in the report provided by the Compliance and Environment Officer. One of these recommendations is to consider a further Eco Fair in Autumn 2026, with the Climate Action Working Party further exploring the format, including the potential for a weekend event, and improved promotion and engagement opportunities.

Eco Fair 2025

The first Council Eco Fair took place in October 2025, supported by local organisations and officers from West Oxfordshire District Council and Oxfordshire County Council. The event was held in the Main Hall of the Corn Exchange and was open to the public 9.30am – 3.00pm. Thirty-four organisations, including local businesses, charities and community groups, were invited to attend. Twelve took part, including West Oxfordshire District Council (WODC), Oxfordshire County Council, Community Transport and Low Carbon Hub. It was noted by officers that some of the invited community and charitable organisations that did not attend where present at other promotional events within the town organised by WODC e.g. Waterways Fair and Witney Volunteer Fair.

Officers promoted the loan of the Council's thermal imaging camera at the event which led to a number of positive enquiries from residents.

Witney Radio promoted the event and also interviewed a number of the stall holders.

Eco Fair 2026

Members of the Climate Action Working Party are now invited to consider the format and focus of this year's Eco Fair to inform further officer investigations. The event may be hosted by the Council in collaboration with partner organisations who are responsible for the main organisation and delivery.

There are merits of holding the event on a weekday or at a weekend. Weekday events may support attendance from partner organisations and council stakeholders, a weekend event could enable greater participation from residents, volunteers and smaller community groups.

Members of the Climate & Biodiversity Committee also suggested that climate and energy-focused organisations could be invited to attend existing "Councillors at the Café" sessions to further raise awareness of the Council's climate objectives. The Climate Action Working Party are invited to suggest organisations to attend these sessions.

Next Steps

Climate Action Working Party deliverables for Eco Fair 2026 with support from officers are:

- Confirm a preferred weekday or weekend day event to enable officers to reserve the Main Hall, Corn Exchange for Autumn.
- Identify and invite relevant organisations and Council bodies. The Main Hall can accommodate 22 tables for this type of event.
- Discuss potential themes and audience (e.g., homeowners, residents, businesses).

Suggested Invitees (open for discussion and additional suggestions welcomed):

- **Local environmental groups** (e.g. Wild Oxfordshire, Berks, Bucks & Oxon Wildlife Trust (BBOWT), Wychwood Forest Trust)
- **Local sustainable businesses** – showcase & promotions
- **Town Council** (e.g., biodiversity enhancements at Witney Lake and Country Park, Tiny Forest, Community Orchards, community litter picking initiatives and thermal imaging camera)
- **West Oxfordshire District Council (**e.g. recycling, composting, zero carbon toolkit, various grant availability, energy advice, biodiversity, Greenlight Hub)
- **Community repair/reuse organisations** (e.g. Witney shed, Apollos Clothing)
- **Transport and energy transition advocates** (e.g. Windrush Bike Project, Witney EV Car Club, Community Transport)
- **Witney Allotment Society**
- **Community Fridge**
- **Witney Food Revolution**
- **Witney Edible Gardens**
- **Witney Woodland Volunteers**
- **Witney Eco Forum**
- **Witney Flood Group**
- **WASP (Witney Against Sewage Pollution)**
- **Low Carbon Hub** (e.g. Thermal Imaging Camera, Grant Awareness, energy advice, warmer homes)
- **CAG Ox (Community Action Groups)**
- **Cherwell Collective**

Corporate Strategy

The Council's Strategic Plan 2025–29 sets out the Council's long-term priorities and direction, supporting its mission to 'make Witney a great place to live, work and visit.' This report contributes to the delivery of the following strategic pillar of the plan:

7. **A Green and Resilient Town** – Rooted in the Council's 2019 Climate Emergency declaration, with a commitment to embedding environmental responsibility into all Council activities and achieving carbon neutrality by 2028.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

a) Equality – The Eco Fair is expected to have a positive and equitable impact across all services, customers, and staff, delivering shared environmental and societal benefits.
b) Biodiversity – The Eco Fair can include organisations that protect and restore biodiversity, which in turn can help with climate adaptation and mitigation
c) Crime & Disorder - No direct crime and disorder impact with regards to the content of this report.
d) Environment & Climate Emergency – The information within the report will have a direct, positive impact on the Council's plan for the wider positive benefits towards climate change mitigation and adaptation across the town.

Risk

In decision making Members should consider any risks to the Council and any action it can take to limit or negate its liability.

Any recommendations from the Climate Action Working Party will be reported to the appropriate Committee and Full Council for approval.

Social Value

Social value is the positive change the Council creates in the local community within which it operates. The Eco Fair is detailed within the Climate Change Strategy and Action Plan which will have multi-dimensional impact across various areas including social, economic, and environmental benefits. Stakeholder engagement will be crucial including the public, communities, and local businesses. Consideration of the effects on local communities, including economic development, social inclusion and environmental sustainability will form the draft documents.

Financial Implications

There is no budget for the event. Request for a subsided letting of the Corn Exchange will need to be considered by the Policy, Governance & Finance Committee.

Recommendations

Members are invited to note the report and consider the following:

1. Eco Fair 2026 - Members are invited to consider the format and focus of this year's Eco Fair to guide further officer work and support a request for a subsidised letting at

the Corn Exchange. The event could be hosted by the Council in partnership with organisations responsible for its planning and delivery.

2. Councillors at the Café - Members are invited to consider using existing “Councillors at the Café” sessions to raise awareness of the Council’s climate objectives by:
    - inviting climate and energy-focused organisations to attend; and
    - to suggest suitable organisations.