

ACTION PLAN UPDATE - 17 September 2020

TOWN HALL

COMPLETED ACTIONS

Frost protection only for stairwells, toilets, kitchens	Done - April 2020
Investigate temperature needed for the CCTV room, currently on 15.5°C	Appropriate temperature confirmed with Buckinghamshire Council and changed to 21°C - August 2020. Scrap paper from old fliers and used envelopes now in use in the office. 100% post-consumer recycled paper notebooks used where more formal records are required - March 2020.
Use scrap paper instead of notebooks where suitable	Done - April 2020
Conversion of dispatch to electronic only	Done - July 2020. We were planning to change from paper towels to 100% hand driers, but following our COVID risk assessment, we are not using our hand driers at present.
100% post-consumer recycled paper towels.	

GREEN ACTIONS

Use of E-cloths for cleaning at the Town Hall	During the pandemic, we will continue to use chemical cleaners. However, tests on e-cloths have shown they remove >99% of bacteria and mould, so we will look to introduce these post-pandemic.
Trial of new heating timings at Town Hall	Administration Manager is waiting to hear back from our contractor
Digital thermometer and measure Town Hall temps	Approximately £10 each for each room and can be fitted to the walls in-house.
Hot water pipe and heating pipes insulated	Purchase materials and get fitted in-house. Radiator reflector foil stops heat going into the outside wall and keeps it in the room. Purchase inhouse and Parks & Premises team to fit. Total cost for Town Hall c.£36.
Install heat reflectors behind radiators on outside wall:	
Check cavity walls and roof have been insulated	Parks & Premises team to check this Done by office staff between May and August 2020, but some machines not currently in use due to Homeworking, so settings will need to be changed when in use again.
Energy saving mode for laptops and PCs	
Investigate whether screen brightness can be reduced and comfort maintained	Successfully trialled a reduction in brightness on one PC, remaining officers requested to trial a reduction to see if it is comfortable to work with. Safety implications of timer to be investigated for Chamber machine which has a high level of use. Suggestion to remove machine from the Town Hall office due to comparatively low usage.
Timer on water cooler	

AMBER ACTIONS

Replace T8 bulbs with LEDs	See Red Action on replacing lighting
Replace flip charts with reusable white board and refillable markers	Currently using 100% recycled flipchart and pens. Portable whiteboards cost approximately £95. Would require 3.
Install temperature zoning controls at Town Hall	Administration Manager is waiting to hear back from our contractor.
Clear boxes from in front of radiators on outside walls of Town Hall Office	Will require further office/storage reorganisation including further digitisation (main requirement for this is staff time).
Install timer for water heater in boiler room	Cost for material and labour c.£250 No space at present for additional bins. Advice to be sought from Bucks Waste Team once new Waste Contract is in place (post September 2020)
Install recycling bins	When fridges are due for replacement, we will change to counter-top fridges for all three rooms, as a number of hirers use them, especially all-day functions, so Administration Manager wished to see some refrigeration capacity retained in all three rooms.
Are fridges needed/smaller version? Turn off when not in use	

RED ACTIONS

Town Guide 100% recycled paper	To be investigated prior to production of the 2021-22 Guide.
Decision on slim-line Town Guide	To be investigated prior to production of the 2021-22 Guide.
Replace recessed lighting with pendant lamps and LED bulbs	Quote provided for replacement lighting for each room, giving a total of £8,010, but reduced to £7,380 if all work done in one go.
Stop use of door curtain heater	Investigate infrared heaters instead.
Re-usable cups for water cooler in the Council Chamber.	Compostable cups purchased as interim measure. Administration Manager feels level of washing required is too much for caretakers due to the heavy usage of the Chamber water cooler. The boiler is only a few years old and so has a considerable lifespan left. Cost : benefit analysis needed to determine the point at which it is beneficial to replace it.
Conversion of heating boilers to electric	

DEPOT

GREEN ACTIONS

Switch office and security lights to LEDS	In progress
Replace tea urn for kettle	
Get timer for hot water boiler	
Install door closers	To be done as part of the Winter Maintenance Programme
Draft proof the doors	To be done as part of the Winter Maintenance Programme
Turn heating in bathroom down to frost protection	
Recycled bin bags	

AMBER ACTIONS

Replace heater for infrared heater in workshop	
Check for cavity walls, if they exist are they insulated	
Only turn heating on in drying room when needed	Old, hard-wired heaters - will need to investigate replacements. This has manpower implications - also where does the recycling go as we have a lack of bin space? Recycling bins in the park are abused by the public and so there is an H&S risk from sorting the waste. Advice to be sought from Bucks Waste Team once new Waste Contract is in place (post September 2020)
Look at recycling on litter picks	This is more economic for single person journeys than the pick ups.
Need for can am?	The Parks team use tipper vans with a 1-ton payload. At present, there is no equivalent electric vehicle. We are currently in the first year of a 5-year contract with the small van (Fiat Fiorino) used by the Deputy Parks Manager.
Lease electric vans on a trial	Continue to identify suitable verges and encourage residents to apply for cultivation licences to manage their own verges for wildflowers. Verge project to be reviewed Autumn 2020.
Significant expansion of wildlife verges	This can be investigated as part of the development of Biodiversity Management Plans for our open spaces.
Change composition of mown areas	This can be investigated as part of the development of Biodiversity Management Plans for our open spaces.
Increase wildlife friendly areas at our open spaces	Work to be done to identify where more trees can be planted without reducing the availability of burial plots.
Tree planting at cemetery	Currently working with the Chiltern Rangers to create a new area at the top of the cemetery.
Wildflower meadows in the cemetery	Will need to look at level of use of Marston for sport and whether any management changes can be made whilst continuing to support football. Co-op to be looked at as part of the development of Biodiversity Management Plans for our open spaces.
Change management regimes for Marston and Co-op	Blowers are used to clean up after strimming, to use a brush would take 10x as long so not cost effective. Can investigate other brands/types of blowers on the market.
Replacement leaf blowers	This will be implemented at Berkhamstead Field Community Meadow and Codmore Playing Field in 2020.
Create compost areas on all sites or get mulching grasscutter	Feasibility of other sites to be investigated.
Eliminate use of glyphosate for routine weed control	Need to investigate alternative control methods. This is due to watering of flower beds once harvested rainwater store has been exhausted. Longer-term solution would be to change type of planting in the flower beds. Could be an opportunity to plant pollinator friendly plus drought-resistant and perennial planting, rather than seasonal, which would be less wasteful. We could also look at installation of more water harvesting tanks at council buildings.
Investigate why Depot water consumption is so large	

RED ACTIONS

Consider motion sensors for park lights and LEDS	Not town council infrastructure. Will require liaison with Buckinghamshire Council.
Electric cargo bike	Will need cost:benefit analysis and look at the ways in which the vehicle could be used.
Consider woodland style burials	This can be considered if the council chooses to invest in a new burial ground.
Rent out chapel	This would be subject to renovation of the Chapel.
Consider big change of management for Codmore Playing Fields	Analysis will need to be done on the level of use, including for public events and will require public consultation. See intermediate plans for Codmore. The size of Amersham's bio-composter means that it is stationary at their Depot. This would require us to make multiple trips to Amersham with our green waste, and working on the assumption that they had the space to store the waste until processed. Your officers think that investing in a smaller, portable bio-composter would be more practical.
Investigate sharing Amersham's bio-composter	

ELGIVA

COMPLETED ACTIONS

Install soap dispensers in backstage dressing room	Done
Trial new heating timings	Done - August 2020
Ensure printers use recycled paper for all promotional mater	Done - August 2020

GREEN ACTIONS

Recycled plastic bin bags	£22.82 for bags made from recycled plastic and are again recyclable X 200 / usual cost £9.43
Replace T5s with LEDs	Cost of replacement lights c. £29,000, but with additional costs for installation.
Check for flow restrictors in the sinks	
Aerating shower heads	
Trial eco-tubes in urinals	Eco-water saver urinal caps have been suggested.
Train staff to maximise use of natural light	
Insulate joints and pipes in main boiler room	
Check cavity walls and roof have been insulated	
Frost protection only for stairwells, toilets, kitchens	
Digital thermometer and measure temps	
Can the ice cream freezers be reduced down to one?	Additional freezer only required for peak periods - need to ensure that only one is used / switched on during non-peak periods
Ensure correct temperature of beer cellar	Looking to replace beer cellar due to age and noise.
Brief cleaning & catering contractor and include requirements in contract	Contractual changes can be made in next contract round (Sep 20)

AMBER ACTIONS

Switch to reusable plastic glasses	Costs being worked out, but need to consider deposit scheme - added complexity in cashless environment due to COVID.
Install handdrier in one remaining bathroom	This could be a health and safety issue due to close proximity of shower and space. May need a risk assessment.
Switch from Pringles	Impact on income due to switching from a top brand with good GP. Need to review sales and investigate local brand.
Replace backstair light and install motion sensor	
Motion sensor for all bathroom lights	£28,000.00
Switch to LEDs in foyer bathrooms	Part of the £28,000 quote
Complete switch over of stage lights to LEDs	Stage lights are 20 years old and due for replacement. Equipment costs c. £60,000, would be installed in-house. Overall programme of light replacement should see payback in about 3 years.
Turn off floodlights over ticket office window	Currently used overnight as security deterrent - can a lower energy alternative be used or install motion sensor floodlights on building to deter intruders?

RED ACTIONS

Boiler replacement	Boiler identified for replacement but delayed for Extension proposals
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GYM & SWIM

COMPLETED ACTIONS

Trial new operating hours of central heating	Done August 2020
Set timer for hot water in downstairs boiler room	Done August 2020
Install door closer for door from entrance to viewing room	Done
Install separate switch to control downstairs studio lights	Done

GREEN ACTIONS

Insulate hot water pipes in downstairs boiler room	Cost £20
Insulate pipes from boiler in Ladies changing room	Cost £40
Reduce temperatures in corridors etc to frost protection only	
Check whether professionally insulated	
Install heat reflectors behind radiators on outside walls	Cost £10
Install timers for vending machines	Checking with electrical contractor
Decide if heating is needed in abs room	
Put timer on tube heaters in gents changing room	Checking with electrical contractor
Timers for heaters in the downstairs studio	Checking with electrical contractor
Check heating issues for ladies are the same and fix if so	Checking with electrical contractor
Buy recycled bin bags	
Trial ecotubes for urinal	Eco-water saver urinal caps have been suggested.
Check urinal for leaks	
Aerating shower heads	

AMBER ACTIONS

Install infrared heater for reception office to replace curtain heaters	Checking with electrical contractor
Move thermostat	Checking with electrical contractor
Can pool temp be reduced further, e.g. in summer?	
Install movement sensor for disabled bathroom light	Checking with electrical contractor
Install separate switch for therapy room	Checking with electrical contractor
Install movement sensor for stairs	Checking with electrical contractor
Organic supplies for coffee machine?	Seeking price from supplier
Introduce recycling	Liaise with Bucks Waste Team

RED ACTIONS

Fix gaps in the gents changing room walls and door	The door is off the ground deliberately to combat water ingress
Seal styro-foam insulation on plant room pipes	Cannot be done
Insulate joints in plant room	Cannot be done
Determine if pool opening in winter is justifiable	Need to carry out analysis of usage and customer appreciation versus financial savings, environmental gains and loss of customer goodwill to make an informed decision Pool manager not in favour of this idea - need to investigate alternatives such as angled clear wind barriers attached to the surrounding walls that won't impinge on access, enjoyment yet reduce heat loss and wind effects?
Install glass wind barriers around pool enclosure	Proceed with caution (a) have licensing limit and (b) as local abstraction regimes change by water companies, increasing abstraction for pool could be more harmful to the Chess than using mains water
Increase local abstraction rather than mains supply	

CODMORE PAVILION

GREEN ACTIONS

Install timer on immersion heaters	Approx. cost £530
Switch lights to LEDs	Approx cost £1,531 to change whole unit plus fittings, or £420 to change just the tubes (but think some fittings will need changing)
Fit door closers	Cost £150 materials, work done in-house as part of Winter Maintenance
Draught proof doors	Cost £200 materials, work done in-house as part of Winter Maintenance

AMBER ACTIONS

Install infrared panels	Approx. cost £1000
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LOWNDES PARK

GREEN ACTIONS

Rewild park side of Chartridge Lane hedge Look at as part of devising management plans for open spaces.

AMBER ACTIONS

More tree planting

Can be included within later phases of CommuniTree.

Change management of main slope

Investigate creating large meadow areas with mown paths from them to allow people to continue to walk through them.

RED ACTIONS

Evergreen hedge between road and park

Will need to identify appropriate species, feasibility/safety of planting and any roadside maintenance implications in partnership with Transport for Bucks

GENERAL ISSUES

GREEN ACTIONS

Production of annual eco-report	To be scheduled into CAE reporting schedule. Cllrs McCulloch and J. MacBean confirmed as Green Champions at CAE Committee on 7th September 2020.
Appoint councillor Green Champion	Initial section created 14 September 2020, but will be expanded and developed.
Zero Carbon Chesham section created on web site	Environmental policies being investigated.
Zero Carbon aspirations in Neighbourhood Plan	Inductions currently being revised at the Town Hall.
Inclusion of carbon zero in staff inductions	
Inclusion of in-house cleaning staff in this process	
100% recycled paper	Done at the Town Hall
100% post-consumer recycled toilet paper, kitchen roll, paper towels	Done at the Town Hall
Stop buying antibacterial soap	To be looked at post-pandemic
Purchase organic/Fairtrade refreshments	Done at the Town Hall, except for milk, which is to be done.
Switch over cleaning products, e.g. to Bio-D	Town Hall officers currently talking to The Refill Project.
Reduce use of laminators wherever possible	Investigate alternatives

AMBER ACTIONS

Inclusion of eco issues in future tenancy agreements	
Future contracts to include carbon zero criteria	Identify number of contracts and find examples of clauses for inclusion. To be investigated with Sustainable Chesham subject to lockdown restrictions/alternatives to be considered e.g. virtual workshops
Community Engagement Day	Very hard to retro fit in an old and densely populated town but community group already looking at this.
Protected cycle network in Neighbourhood Plan	
Change job specs	Laser are entering the final stages of confirming any customer specific requirements for the next Flex pricing period, commencing 1st October 2020, when we will get an indicative price. This will tie us into a new contract for two years from 1st October. Bucks Council are looking into switching to a fully audited 'REGO backed' green product – this guarantees that our energy is matched against renewable generation to be fully green, but area awaiting the final decision to go ahead to purchase which is currently being discussed.
Sign up to 100% green electricity supplier	Will look at examples of green purchasing policies.
Implement green purchasing policy and train staff	Done for The Elgiva. Other teams to investigate.
Request recycled paper for any external printing	Requires research.
Installation of solar PV systems	

RED ACTIONS

Amend staff contracts	Look at examples to assess feasibility or ask all staff to sign up to a common charter to pull in existing staff?
Investigate wind turbines on council land	Requires research