

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services Committee Meeting		
MEETING DATE AND TIME	12th January 2023	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	Agenda Item 8: Town Hall Updates		
Update	<p><u>Town Hall Roof repairs</u></p> <p>Cheshire East Highways confirmed on 13/10/22 that S171 pavement closure permits will be required to allow work to go ahead for repairs to the Town Hall roof.</p> <ul style="list-style-type: none">• 23/11/22 Vertex Access confirmed a date to start repairs of 14th & 15th January 2023 (weather permitting) Vertex Access would complete/submit S171 paperwork on 23/11/22• 29/11/22 CTC Officers contacted Cheshire East Highways to clarify if S171 permit application has been received. No application has been made by Vertex Access as of 29/11/22• 05.12.22 Vertex Access sent copy of the S171 permit application to CTC for work to be carried out on weekend of 14th & 15th January 2023 <p><u>Low Carbon Energy Report</u></p> <p>Tomson Consulting were selected to provide a Decarbonization Programme for the Town Hall. Following their site visit and subsequent report, short term proposals highlighted in the report have been assessed and work has started to implement these recommendations. Works include:</p> <ul style="list-style-type: none">• Improved understanding and use of the space heating control system. The Heating Management System is supplied and installed by TREND.• Replacement of T8 fluorescent lamps as and when required with LED lighting• Insulation to space and domestic hot water heat distribution pipework where possible <p>A TREND engineer visited the Town Hall on 29.11.22 to research options for better control and understanding of how we use the Heating Management System. This meeting was also attended by Paul Williams who has extensive experience in this field and is on board to offer CTC practical advice in a voluntary role. Recommendations included understanding the separate zones in which the system could be operated and adjustments to the default settings of the software.</p> <ul style="list-style-type: none">• Move the temperature sensor in the Main Hall to a correct position, ie not above a radiator. Impact - to obtain an accurate reading of the actual temperature in the Hall - it currently represents a higher reading than actual, attempting to lower the		

heating demand

Cost - to be provided by our preferred contractor - relatively low.

- Adjust the temperature stats on the 2 banks of hot water air heaters in the Main Hall to match the desired temperature in the Hall - this will stop them blowing "cold or cooler" air into the hall when the wall mounted radiators are on full heat. The 2 banks of air heaters should be isolated / switched off each evening at close of business to avoid them coming on overnight and consuming electricity when not needed. The control using the local thermostats will also reduce electricity usage throughout the day - we need to confirm the kW rating of each heater.

Impact - A reduction in electricity consumption when not needed, and avoidance of "draughts" for people using the hall when the hall is at temperature.

Cost - None - can be performed as part of day to day housekeeping and as part of the end of day checklists.

- Change the variable temperature (VT) and constant temperature (CT) pumps to variable speed pumps instead of the existing fixed speed units.

Impact - As the pumps in both heating circuits are set to high speed, when local radiator valves (TRV's) close due to the space reaching temperature, the pumps continue to pump hot water into the system which is not needed. Using variable speed pumps will deliver the correct amount of heating water as the space heating demands, and reduce electricity consumption at the pump itself as well as increasing pumps life and avoiding air cavitation.

The use of variable speed pumps will also, when combined with alterations to the Trend heating strategy, enable the Boilers to be sequenced, ie 1 acting a prime and the other as secondary when needed as opposed to both being on full all the time in the heating season.

Cost - to be provided by our preferred contractor.

- Change settings on the existing VT and CT pumps such that 1 pump in each pair is set to high speed and the second is set to mid speed, with the pumps being selected via the existing manual controls as Winter (high speed) and Summer (mid speed) as a short term measure until Item 3) above is implemented.

Impact - A short term measure to move towards a variable speed pump regime.

Cost - to be provided by our preferred contractor to change the fixed speed setting in the pumps; relatively low.

- Bleed the existing radiators in the Main Hall at balcony level as some appear to contain air, particularly on the museum side of the Hall.

Impact - will heat the radiators correctly, and avoid further cavitation in the pumps - this is a result of the pumps operating on high speed all the time, even when not needed.

Cost - Minimal, to be provided by existing staff.

- Domestic Hot Water cylinders - the 2 cylinders which serve the Brasserie area are permanently on, and heating 24 * 7; there are 2 * 3 kW heaters in each cylinder. This means the hot water is being permanently heated all day and night, every day. The installation of a timer per cylinder will reduce unnecessary heating at the weekends, overnight, and when the Brasserie is not in use. Impact - a direct reduction in electricity usage due to timed activation; and when combined with insulation of existing pipework will reduce the heating load. Cost - to be provided by our preferred contractor - relatively low to purchase and install timers.
- Replacement of T8 fluorescent lamps as and when required with LED lighting
- Insulation to space and domestic hot water heat distribution pipework where possible

Officers will be working through these recommendations and procuring quotes where required.

Congleton Information Centre Footfall

Manual footfall counters will be in use in Congleton Information Centre from January 2023 to record footfall and monitor footfall patterns. Records will be kept of weekly/monthly footfall and updated to Committee. Once this data has been collected, if a more accurate, automated system is required, this can be researched and installed.

Congleton Park Storage Facility

Storage for equipment at the Town Hall has always been at a premium. With 300 chairs, 60 tables, a 12 piece stage, event lighting and only one storage room, it is a continuous task to keep everything safely stored and still available to easily access for events. We are also looking into options for a trolley to move tables which reduce space further. This issue is compounded by the fact that event equipment including signs, cones, Christmas decorations, banners etc are regularly moved around the Town Hall to fit in with events. A storage shed was purchase in 2019 to help with the issue of storage, however, due to the growing number of events and equipment, we are rapidly running out of space.

As solution to this problem could be to use an existing storage unit at Congleton Park. The unit is the property of Cheshire East but for equal use by Congleton Town Council and Friends of Congleton Park. Currently the unit is used to store equipment of Friends of Congleton Park and other local community groups only. CTC currently have no items stored in the unit. The plan would be to create a 'T' shaped partition to the front and down the centre of the unit and create two separate storage areas within the unit. One area for Congleton Town Council, one area for Friends of Congleton Park and other local community groups. Double doors would be at the front of each area to gain access. This would give ample storage for events equipment and Town Hall equipment which are not used on a regular basis. We have received written permission from ANSA Environmental Services and Cheshire East Council to create a partition within the unit. The costing process for this project is underway and Committee will be updated.

**Decision
Request**

To receive the report relating to Town Hall updates.