

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	5 th September 2024	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	8		
REPORT TITLE	Town Hall Decarbonisation Update		
Background	<p>As approved by Council on 13th June 2024 Pearson Surveyors were appointed as contractor for the Town Hall Decarbonisation Project. Monthly reports have been submitted to Salix by CTC Officers for April, May and June to outline progress so far toward the milestones of the overall project. Salix has been updated on the appointment of Pearson Surveyors as contractors and two, monthly meeting have taken place so far between the CTC Project Board and Pearson Surveyors.</p> <p>Financially year 1 activity is funded by Salix who approved a grant of £57,683 for that period. Pearson's tender for the design development stage is £49,750 leaving a balance of £7933 which can be used for surveys etc.</p> <p>Additional Grant Our Town Hall Development Manager was successful in an additional grant application of £15,000 which can also be used for environmental projects, this has to be spent by March 31st 2025</p>		
Update	<p>Meetings of the Project Board are scheduled for the 10th of every month (depending on the day of the month) during Year 1 of the project. The Chief Officer will be the Senior Responsible Officer for the project and it was agreed at the Council meeting on 13th June that the Initial Project Board Members would be as follows:- The Chief Officer, the Town Mayor and the Chairs of the THAS, F&P and Environment Committees, Congleton Town Council's RFO and Paul Williams who has been our internal advisor for environmental improvements and is the Technology Director - Dane Valley Community Energy. Updates are received from Pearson Surveyors in advance of the Project Board meeting and Monthly Monitoring Reports are submitted to Salix before 15th of each month.</p> <p>Pearson Surveyors have been on site on a number of occasions to measure and familiarise themselves with the building. Air source heat pumps have started to be investigated as a potential heating solution which if proven to be viable the ASHP would be located in the rear car park following investigations into other options. Relevant surveys into the impact of noise on adjoining properties will need to be undertaken as will energy usage and costs of this usage. Data logging of the electrical and gas usage for this purpose is scheduled to be carried out 9th September. Surveys have also taken place on the location of solar panels which are becoming more important due to the energy supply issue. Pearsons have investigated options to utilise the Town Hall roof as well as the museum roof – the concerns raised</p>		

were about the opinion of the conservation officer with regards to the Town Hall roof, designs have been generated to enable them to have that discussion. The Town Council may also have a viewpoint on this but more information will be required to enable a debate on this matter.

Initial investigations indicate the existing power supply may be close to capacity. As electrical usage in the near future increases (electric vehicle charging, electrical catering equipment) the existing electrical supply may become inadequate to support the demands of the Town Hall. For this reason Pearson Surveyors will be contacting the Distribution Network Operator to establish the cost to upgrade the electrical supply to the Town Hall.

Pearson Surveyors submitted an invoice 05.08.24 to Congleton Town Council for the sum of £22,493 + VAT (£26,991.60 including VAT). Monthly Monitoring Report (MMR) along with Payment Request, Statement of Expenditure for August and Invoices (from Pearson Surveyors) were submitted to Salix Finance by CTC Officers on 14.08.24. The agreement in place is for Salix Finance, on receipt of the MMR, Payment Request, Statement of Expenditure and Pearson Surveyors invoice, to release the invoiced amount to CTC who will then in turn use these funds to pay the Pearson Surveyors invoice.

Monthly reports will be available to THAS Committee members and Councillors and regular updates will be available throughout the project.

Project Board meeting dates are below.

Month	Update from Pearsons	Project Board meeting	Salix updated
Ideal dates of the month	7	10	14
July 2024	8	10	12
August	6	8	14
September	6	4	13
October	7	10	14
November	7	12	14
December	6	11	13
January 2025	7	10	14

		February	7	12	14
		March	7	12	14
Financial	At this stage there are no financial implications or risks to the Town Council based upon the agreed invoicing and payment procedure. The additional grant could also be used if required and agreed.				
Environmental	This project is about decarbonisation and the project board has the opportunity to monitor the environmental impact not only in the delivery of the project at the town hall but also the procurement process for the materials used.				
Equality	The designs if implemented should not negatively impact on accessibility to the building, any equality issues will need to be highlighted and considered by the project board.				
Decision Request	To receive the report relating to Town Hall Decarbonisation Update.				