

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	31st October 2024	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	8 Town Hall Decarbonisation Updates		
Background	<p>Monthly reports have been submitted to Salix by CTC Officers on the 15th of each month since April 2024 to outline progress so far toward the milestones of the overall project. These monthly reports align with meetings between Salix representatives and CTC Officers as well as the monthly Project Board meetings with 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>Monthly meetings between CTC Officers, Salix and Pearson Surveyors are ongoing as the project moves towards the next stage of submitting planning applications. Conservation Officers have been on site to discuss the locations for potential Air Source Heat Pump and solar PV. The installation of double glazing to the windows on all floors of the front elevation of the Town Hall has also been discussed with the Conservation Officer, we are advised work of this type would need Listed Building Consent and not planning consent. There is the potential to use the Improved, Greener, Community Facilities Fund Grant (75% of project up to £15k) for the installation of double glazing to the Information Centre and Bluey's windows as this area did not form part of the original Salix grant application.</p> <p>Analysing the gas and electricity data logging carried out at the Town Hall during September, the data indicates an increase in electrical supply would be required to accommodate the electrical demands of an Air Source Heat Pump. The Distribution Network Operator (DNO) have been contacted by Pearson Surveyors to determine a cost for this work to increase the electrical supply to the Town Hall. Pearson Surveyors have proposing to make an application to include the building base load, Air Source Heat Pump and 2 x Electric Vehicle chargers. The Town Hall currently has 164KVA with a proposed application for an increase to 220KVA or 315a TP&N. CTC Officers felt this increase would not be enough to future proof the Town Hall against further electrical demand and have requested that Pearson submit an additional application to increase the supply beyond 220KVA or 315a TP&N.</p>		

	<p>CTC received payment of £22,493 from Salix on 18.09.24. This payment was used to pay Pearson Surveyors' August invoice. Pearson Surveyors submitted their September invoice on 10.09.24 to Congleton Town Council for the sum of £18,557 + VAT (£22,268.40 including VAT). The September Monthly Monitoring Report (MMR) along with Payment Request, Statement of Expenditure for September and Invoices (from Pearson Surveyors £18,557 + VAT) were submitted to Salix Finance by CTC Officers on 14.09.24. 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. CTC received payment of £18,557.00 from Salix on 16.10.24 and used these funds to pay Pearson's September invoice on xx/xx/xx. The October Monthly Monitoring Report (MMR) along with Payment Request, Statement of Expenditure for September and Invoices (from Pearson Surveyors £1,650 + VAT and £1,520 + VAT) were submitted to Salix Finance by CTC Officers on 11.10.24.</p> <p>Monthly reports will be available to THAS Committee members and Councillors and regular updates will be available throughout the project.</p>
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.