

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council Meeting		
MEETING DATE AND TIME	27th February 2024	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer – David McGifford		
AGENDA ITEM REPORT TITLE	11 Town Hall Decarbonisation Updates		
Background	<p>Monthly meetings between the Project Board and Pearson Surveyors have taken place on 10th January and 12th February 2025 since the last Council Meeting. These meetings precede the monthly meetings with our Salix Client Support Officer which are scheduled for around the 15th of each month. Initial meetings of the project board agreed on Terms and Conditions, initial proposals for the Programme of Works for Year 1, Risk Register and monthly reports to Salix. As a reminder, the first year of the contract with Pearson Surveyors is to develop designs and solutions to assist in the decarbonisation of the Town Hall.</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>		
Updates	<p>Planning Applications and Listed Building Consent were submitted by Pearson Surveyors to Cheshire East Council on 08.01.25. CTC received confirmation of these applications from Cheshire East Council on 09.01.25. Applications relate to:</p> <ol style="list-style-type: none">1. Air Source Heat Pump located in the Town Hall car park requiring Planning application and Listed Building Consent2. Secondary glazing or replacement double glazing to the front elevation of the Town Hall requiring Listed Building Consent only.3. Solar PV located on the Museum roof requires a Planning Application and Listed Building Consent. <p>The target dates provided by Cheshire East Council for the Planning Applications and Listed Building Consent are 5th & 6th March 2025. Applications can be viewed on the Cheshire East website. A further application has been made by Pearson Surveyors to our Distribution Network Operator (DNO) to instruct them of the need for an increased electrical supply to the Town Hall. At this stage, no proposed dates for these works have been provided by the DNO.</p>		

The proposed location for the ASHP is the Town Hall car park as close to the fire escape as possible to minimise disruption to parking spaces. The area required is approx. 4 metres x 4 x metres which includes access around the ASHP for maintenance and a fenced enclosure to offer noise-reducing properties. An acoustic survey was carried out on 15.01.25 to establish the operating noise of the ASHP during nighttime hours. The initial survey raised questions regarding operating noise during the early hours. Discussions between the manufacturer of the ASHP and Pearson Surveyors established the earliest time of day the ASHP could become operational to allow enough time to heat the Town Hall and adhere to acoustic levels. A combination of reduced nighttime operation of the ASHP and possibly an acoustic enclosure would resolve the issue of noise from the ASHP during nighttime hours. A further acoustic survey was carried out on 18.02.25 to monitor operating noise during the revised times. We are awaiting the results of this additional report.

Calculations indicate there will be an increase in costs for electricity to supply the ASHP, however, this will be countered by the reduction in gas usage having replaced the existing gas boilers and removal of standing charges for the gas meter that supplied the boilers. Existing gas appliances in the commercial kitchen will be supplied by an existing separate meter.

Solar PV is proposed to be located on the Museum pitched roof, overlooking the Town Hall car park. The solar PV array will consist of 19 x panels, each panel measuring 1722mm long x 1134mm wide x 30mm deep. Following an initial asbestos survey of the Town Hall on 14.02.25, the asbestos surveyors will be carrying out an inspection of the roof space above the museum on 24.02.24 to establish if asbestos is detected in this area. Wall and floor samples from the Town Hall boiler room were collected for testing during the initial asbestos inspection. Results will follow.

Replacement double glazing to the front elevation of the Town Hall will be funded partly by the Salix grant and also using the Improved, Greener, Community Facilities Fund Grant. Projects for this grant need to be completed by 31st March 2025. Due to the uncertainty around timescales involved in planning and Listed Building Consent, Cheshire East have been contacted to advise if the grant period could be extended while the application is processed. Cheshire East have advised they would still be aiming for their funding to be spent as near to completion as possible but understand that there may be some delays. Pearson Surveyors have been made aware by CTC Officers of the need to start work on the replacement windows, where Listed Building Consent allows, before 31.03.25. The Improved, Greener, Community Facilities Fund Grant is towards 75% of project costs up to a maximum of £15,000. CTC contribution would be the remaining 25% of the project. Fabric improvements to the Town Hall form part of the Salix grant, these fabric improvements will partly be in the form of replacement double glazing to the front of the Town Hall. The Improved, Greener, Community Facilities Fund Grant will be used towards £20k of the replacement window project with the remainder being funded by the Salix grant.

Payments	<p>Invoices were received from Pearson Surveyors on 11th December 2024 for £870 + VAT. Payment was received from Salix of £870 on 29th January 2025. CTC paid Pearson Surveyors £870 on 31st January.</p> <p>Invoices were received from Pearson Surveyors on 9th January 2025 for £1,229 + VAT. Payment was received from Salix of £1,229 on 19th February. At the time of writing CTC will pay Pearsons Surveyors £1,229 on 25th February.</p> <p>Invoices were received from ADC Acoustics on 27th January 2025 for £1,760 + VAT and from Pearson Surveyors on 12th February 2025 for £1,229 +VAT.</p> <p>These invoices, along with the Monthly Monitoring Report and other relevant documents were submitted to Salix by CTC Officers on 14th February.</p>
Tendering and next steps	<p>Each of the 3 projects are currently out for tendering which when completed will enable the overall costs to be calculated for this project.</p> <p>A Council meeting will be called before the end of this financial year to receive all of the relevant information associated to the project.</p> <p>A decision whether to proceed or not will need to be taken at this meeting</p>
Financial	<p>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.</p>
Environmental	<p>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 in the procurement process for the materials used.</p>
Equality	<p>The designs if implemented should not negatively impact accessibility to the building, any equality issues will need to be highlighted and considered by the project board.</p>
Decision Request	<ol style="list-style-type: none"> 1. To receive the report relating to Town Hall Decarbonisation Update. 2. Council to approve the £20k spend on the window project, and approve use of EMR Property Maintenance for the £5,000 CTC contribution and approve the release of the £15k CEC grant also held within the Property Maintenance EMR.