





CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council Meeting		
MEETING DATE AND TIME	1st May 2025 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	9.2 Town Hall Decarbonisation - Windows		
Background	<p>Congleton Town Council successfully secured grant funding from the Cheshire East Improved, Greener, Community Facilities Fund Grant in June 2024. The grant is to improve community facilities by making the building more energy efficient and saving carbon at Congleton Town Hall. The grant covers 75% of project costs up to a maximum of £15,000. If we are to access the maximum grant we would need to contribute £5,000 which would come through our Ear Marked Reserve for Property Maintenance.</p>		
Update	<p>The completion date for projects was initially 31.03.2025, however, due to the delay in Listed Building Consent, which is required for the replacement of the windows, Cheshire East agreed to extend the completion date with the agreement of regular updates throughout the process. Listed Building Consent had not been received at the time of writing (23.04.25). The information below highlights the scope of work and cost for each floor of the Town Hall. Costs for each individual floor fall within the budget of the grant.</p> 		

	Ground Floor (Red) – Info Centre and Bar	£14,588.00 +VAT
	Supply and fit double-glazed units to 4 x window frames. All units are to be laminated on the outside glass and toughened on the inner. All are fitted with new hardwood-painted beads. Work to include 4 x fixed secondary glazed softwood frames with 6.8mm laminated glass to the arch above the window. The quote does not include any electrical work to existing Expel Air fans set into the arches.	
	First Floor (Blue) – Spencer Suite, Main Office and Stairs	£15,468.00 + VAT
	Supply and fit double-glazed units to the existing 8 x window frames. All double-glazing units are made to current building regulations and all are toughened or laminated where necessary. Also, fixed softwood painted secondary glazing frames all doubled glazed to the Gothic arches over the windows. All new units are to be held in the new hardwood glazing beads and painted as near as possible to the existing paintwork. The quote includes all scaffolding and permit fees for scaffolding.	
	Second Floor (Yellow) – 2 x Offices and Landing	£16,148.00 + VAT
	Supply and fit double-glazed units to the 6 x dormer windows and also 2 x secondary Gothic softwood arched frames with double glazing to the tower staircase windows (landing).	
	To ONLY supply and fit 2 x Gothic softwood arched frames with double glazing - £4,600.00 + VAT.	
		<p>Ground Floor (Red)</p> <p>8 x existing sections of glass only to be removed and replaced with double glazing.</p> <p><u>Ground Floor Secondary Glazing (Internal)</u></p> <p>The internal arched area above the windows to have softwood secondary glazing installed internally.</p>

	<div data-bbox="363 159 644 533">  </div> <p><u>First Floor (Blue)</u></p> <p>16 x existing sections of glass only to be removed and replaced with double glazing.</p> <p><u>First Floor Secondary Glazing (Internal)</u></p> <p>Internal arched stained glass above the windows to have softwood secondary glazing installed internally.</p> <div data-bbox="363 613 644 987">  </div> <p><u>Second Floor (Yellow)</u></p> <p>12 x existing sections of glass only to be removed and replaced with double glazing.</p> <p><u>Second Floor Secondary Glazing (Internal)</u></p> <p>2 x secondary Gothic softwood arched frames with double glazing to the tower staircase windows (landing)</p>
Financial	<p>To access up to £15,000 of grant funding we would need to contribute £5,000 from our Ear Marked Reserve for Property Maintenance. From a procurement perspective, the five companies who quoted for the overall Salix contract all used the quotes provided by the Congleton Company to undertake the works on glazing.</p>
Environmental	<p>By inserting both double and secondary glazing it will retain more heat in the associated rooms reducing both our carbon footprint and heating costs. We will also be using a Congleton-based company to undertake the requisite work.</p>
Equality	<p>The replacement of windows should not have an equality impact.</p>
Decision Request	<p>1. That subject to the main Salix contract not progressing Council approves the use of up to £5000 of the EMR for property maintenance.</p> <p>2. Subject to approval of 1</p> <p>As the Council has a maximum of £20,000 available for this project it needs to decide between either</p> <ul style="list-style-type: none"> • Ground Floor plus archwood frames with double glazing - £19,188 • First Floor plus archwood frames with double glazing - £20,068 • Second Floor plus archwood frames with double glazing -£20,748 <p>All figures shown are plus VAT which is recoverable</p>