

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	26th June 2025 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	12 Town Hall Decarbonisation Updates		
Background	<p>Financial Year 1 for the Salix Decarbonisation Project came to an end on 31.03.25. Year 1 involved the design stage of the project, along with the Planning Applications and Tender process. Meetings between project board members, Pearson Surveyors and SALIX representatives have continued throughout this period since the end of Financial Year 1.</p> <p>Financially year 1 activity was funded by Salix, who approved a grant of £57,683 for that period. Pearson's tender for the design development stage was £49,750, leaving a balance of £7933, which was to be used for surveys etc.</p> <p>Additional Grant Improved, Greener, Community Facilities Fund Grant of £15,000, which can also be used for environmental projects, this has to be spent by March 31st 2025. (75% of projects up to £20k). Cheshire East, which funded this grant, are supportive of the need to go beyond 31st March due to delays with planning applications.</p>		
Update	<p>MMR, Payment Requests, Statement of Expenditure and invoices for £4,550+ VAT (Pearson Surveyors and Green Contract Services Asbestos Survey) were submitted to Salix on 14.03.25. CTC received payment from Salix Finance of £4,550 on 18.04.25 to pay the above-mentioned invoices.</p> <p>MMR, Payment Requests, Statement of Expenditure and invoices for £2,995 + VAT (Pearson Surveyors and ADC Acoustics) were submitted to Salix on 14.04.25. CTC received payment from Salix Finance of £2,955 on 19.04.25 to pay the above-mentioned invoices. The £40 discrepancy between payments is an overspend above the annual forecast due to additional surveys.</p>		

The SALIX Decarbonisation Project was discussed at the Council Meeting on 01.05.25, where the resolution from this meeting is detailed below.

9.1 Town Hall Decarbonisation Update

CTC/98/2425 Resolved to not go ahead this year but, subject to listed planning consent, use the experience to reappraise the project and reapply for SALIX or other applicable grant funding in the future.

Resolution from this meeting relating to the double glazing to the windows at the front of the Town Hall is below. Funding for this area of work is provided by the Improved, Greener, Community Facilities Fund Grant of £15,000 (75% of projects up to £20k)

9.2 Town Hall Decarbonisation – windows

- **CTC/99/2425 Resolved** that subject to Listed Building Consent progress with replacing the ground floor windows and arch wood frames with double glazing for £19,188.

The revised target date for Listed Building Consent for this area of work was 23.05.25. Cheshire East have been contacted following the expiry of this target date, but CTC have received no reply or confirmation of Listed Building Consent as of yet.



Ground Floor (Red)

8 x existing sections of glass to be removed and replaced with double glazing.

Ground Floor Secondary Glazing(Internal)

The internal arched area above the windows is to have softwood secondary glazing installed internally.



Second Floor Secondary Glazing (Yellow Internal)

2 x secondary Gothic softwood arched frames with double glazing to the tower staircase windows (landing)



	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 on the existing Expel Air fans set into the arches.	
	Second Floor Secondary Glazing (Yellow)	£4,600.00 + VAT
	To ONLY supply and fit 2 x Gothic softwood arched frames with double glazing.	
Financial	To access up to £15,000 of grant funding, we would need to contribute £5,000 from our Earmarked Reserve for Property Maintenance. From a procurement perspective, the five companies that quoted for the overall Salix contract all used the quotes provided by the Congleton Company to undertake the works on glazing.	
Environmental	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.	
Equality	The replacement of windows should not have an equality impact.	
Decision Request	To receive the report relating to Town Hall Decarbonisation Updates.	