Congleton Town Council
Historic Market Town
Chief Officer: **David McGifford CiLCA**

Congleton Town Hall Decarbonisation Project

Document Pack

Congleton beartown
where friends are made

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN
Tel: **01260 270350**
Email: **info@congleton-tc.gov.uk** **www.congleton-tc.gov.uk**

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Project Tender

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1. Project Title

PSDS Project Manager - Town Hall Decarbonisation

2. Introduction & Background

In 2019 Congleton Town Council declared a Climate emergency and committed to working toward Carbon Neutrality. To support this objective Congleton Town Council resolved to approve the procurement of professional services at a meeting on the 22nd of April 2022 which resulted in work being carried out to review of the energy efficiency of our Town Hall and produce a plan to reduce its energy consumption and remove its reliance and fossil fuels to reduce our carbon footprint for the future. A project that has become known as Town Hall Decarbonisation

3. Scope of the Contract

Congleton Town Council are seeking to appoint a suitably qualified Specialist Professional Services (SPS) Provider to provide technical assistance to Congleton Town Council in the design, delivery, management and monitoring of internally and externally funded heat decarbonisation reduction projects.

4. Detailed Requirements

<u>Building Decarbonisation.</u>

Congleton Town council has received significant funding from the Public Sector Decarbonisation Scheme 3C to decarbonise the Congleton Town Hall. This assignment will last for one year covering the activities within a single FY between 31/05/2024 and 31/3/25 only.

We require technical assistance to support the programme development stage and to complete all necessary works to commence Capital Delivery in the following year 2025/26 and in particular:

- Technical advice on programme development and programme management
- Detailed designs for the low carbon heating provision (proposed ASHP)
- Discharging Grant Conditions assigned to the first year of delivery.
- Assessment of energy efficiency opportunities and detailed technical specification for these measures – double glazing, draft proofing, insulation
- Request, assess and review of solar PV options and designs and installation programme.
- Planning application preparation, submission, and management of the queries during the planning assessment
- Tender specification delivery for ASHP, solar PV and insulation
- Tender assessments and post tender report with recommendations.
- Responding to Salix queries for PSDS 3c
- CDM regulation compliance
- Monthly reporting of PSDS 3C - MMR, forecasting and Payment claims

- Engaging with and submitting G99 for solar and increase capacity for heat pump with DNO application.

5. Milestones

Line Item	Description	Completion Trigger	Start Date	End Date
Building Decarbonisation Delivery – PSDS 3C	Technical Assistance to deliver building decarbonisation project plans, detailed designs and final quotes for work for PSDS.	Delivery of all funded activities. Evidenced by monthly progress reports	01/05/2024	31/03/2025

	Service Description	Service Level	Measurement of Service Level	Consequence of Failed Service Level
A	Project Monthly Reporting	Monthly	Provision of project monthly reports	Potential delay in project delivery and benefit realisation.
B	Reporting to Salix in line with project milestones	Monthly	As specified under PSDS grant rules	Loss of grant funding

6. Contract Management (measuring success and review)

This contract will be managed through fortnightly update meetings with the contract manager and monthly update reports to be provided by the contractor.

7. Data Protection Schedule – Example:

No	Description	Details
1	Subject matter of the processing	The processing of personal data in relation to the obligations of the SPS Provider as the supplier under the contract for Specialist Professional Services

2	Duration of the processing	The data will be provided for the duration of the Project covering the provision of specialist professional services. The contract expires on the project end date at which time the information will be reviewed.
3	Nature and purposes of the processing	The nature of the processing includes the collection, recording, organization storage, retrieval, use, disclosure by transmission, dissemination or otherwise making available, erasure or destruction of data (whether by automated means) The purpose of the processing is the fulfilment of the SPS Providers obligations arising under the Work Order for the provision of specialist professional services and to ensure effective communication between the SPS Provider and the Authority.
4	Personal Data	details for individuals concerned with the management of the Work Order and contact details for individuals concerned with specific projects under the Work Order (Name, email address, postal address, telephone number)
5	Categories of Data Subject	Personal data relating to the Authorities staff (including temporary or agency staff) concerned with the Work Order
6	Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data.	The SPS Provider agrees that all data supplied will be retained no longer that is necessary, after the expiry or termination of the Work Order and shall be destroyed as soon as practicable.

8. Evaluation

The Minimum Requirements is a mandatory section and applies to all projects regardless of value.

The Further Requirements to be fully completed ONLY if you have answered Yes to any of the Minimum Requirement's questions.

All proposal submissions will be evaluated as follows:

Minimum and Further Requirements: Pass/Fail

Quality: 70% **Social Value** 10%

Price: 20%

Minimum and Further Requirements

Minimum Requirements: For information only, where **Yes** is indicated to any of the questions the Further Requirements section **must be** fully completed.

Further Requirements: The Authority will assess and consider the information provided in accordance with their policies. Where **Yes** is indicated to any of the questions the Authority **may** consider the bid, in accordance with PPN 01/22.

Minimum Requirements and Further Requirements:		
Minimum Requirements		
Business Dealings within Russia or Belarus	Are any of the following: • your Organisation, • any of its Group, Holding, Parent Companies, • your subcontractors (used to deliver the services) registered in or undertaking business in Russia or Belarus? If **yes**, please provide details for consideration to enable the Authority to assess in accordance with their policies:	Yes/No
	Do any of the following: • your Organisation, • any of its Group, Holding, Parent Companies, • your subcontractors (used to deliver the services) have a Person with Significant Control residing or domiciled in Russia or Belarus, or have Russia or Belarus nationality? If **yes**, please provide details for consideration to	Yes/No

	enable the Authority to assess in accordance with their policies:	
Further Requirements (to be fully completed **ONLY** if you have answered **Yes** to any of the Minimum Requirement's questions)		
Business Dealings within Russia or Belarus	• Is your organisation (or any member of your supply chain which you rely on to deliver the contract) registered in the UK (or in a country the UK has relevant international agreement with reciprocal rights of access to public procurement)? If **yes,** please provide details for consideration to enable the Authority to assess in accordance with their policies. **Note**: The information you provide may include but is not limited to; your (or the supplier you will rely on to deliver the contract) UK's company registration name and company number and/or providing details of the company including but not limited to; the relevant country the company was established in.	Yes/No
	• Does your organisation (or any member of your supply chain which you rely on to deliver the contract) have significant operations in the UK (or in a country the UK has relevant international agreement with reciprocal rights of access to public procurement)? If **yes**, please provide details for consideration to enable the Authority to assess in accordance with their policies. **Note:** The information you provide may include but is not limited to; the relevant country where you (or the supplier you will rely on to deliver the contract) has significant operations and a high-level description of those substantive business* operations. *Substantive business operations means having a registered office, factory or other permanent base in	Yes/No

	the relevant country from which meaningful business operations are being conducted. In-Scope Organisations should conduct due diligence to check supplier details with Companies House and other open information sources or seek verification directly from the supplier.	

Quality (70%)		
Quality Area	**Evaluation Criteria**	**(%) Weighting**
Overview of the Company Services	• Please provide an overview of your company and the services you deliver.	10%
Understanding the Tasks	• Please provide your understanding of the Customer requirement	30%
Ability to Meet the Requirements	• Please confirm that you can meet all requirements within the required timescales. • Please provide a project plan that details how you would deliver the required outcome	30%
Delivery Team	• Please provide CVs for your proposed delivery team	30%
Social Value: (10%)		
Social Value	• Please demonstrate where your organisation can meet social value considerations referenced below as part of the wider impact of services delivered via this contract, giving specific details of what will be delivered in line with this opportunity: (delete as appropriate) **Not for Profit Activity** ○ Charitable Donations ○ Employee Volunteering Days	100%

	○ Charity/Not for Profit Engagement ○ Supporting Local Charities **Economic** ○ Local Recruitment ○ Work Experience ○ Apprenticeship Opportunities ○ Local Investment **Social** ○ Community Engagement ○ Fair Trade Supply Chain ○ Supporting Local Heritage **Employment** ○ Flexible/Agile Working ○ Continuous Professional Development ○ Wellbeing Benefits **Environmental** ○ Carbon Reduction ○ Utility Reduction ○ Sustainability	

Scoring Descriptors

Scoring Grade	Descriptor	Numeric Score	% Score
Unacceptable	Unanswered or failed to adequately address the requirement	0	0
Poor	The information submitted is very limited, inconsistent with the rest of the submission, and/or no supporting documentation has been provided	1	20
Fair	The information submitted is limited, has some inconsistencies with the rest of the submission and/or insufficient supporting documentation has been provided.	2	40

Satisfactory	Satisfactory response to the requirements which provides adequate evidence but contains inconsistencies.	3	60
Good	Good response to the requirements which provides evidence which is clear but 'has minor inconsistencies.	4	80
Excellent	Excellent response to the requirements which provides detailed evidence which 'is clear, complete and consistent.	5	100

END

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Congleton Town Hall Decarbonisation Project

PSDS Application Form

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Step 1: Project Introduction

Section 1.1

Project title:	Congleton Town Hall, High Street.Congleton. Cheshire CW12 1BN
Official organisation name:	
Submission date:	10/10/2023
Design status:	Concept Design (RIBA Stage 2)
Procurement status:	Pre-Tender

Name of consultant organisation	Pearson Surveyors Ltd		
Company registration number	10093785		

Name of contractor organisation			
Company registration number			

Applications from consortia are eligible to apply for Phase 3c PSDS if all members of the consortium comply with the organisation, project and building eligibility criteria. The grant recipient(s) will need to fill in the Consortium Documentation tab as part of this Application Form. You will also be asked to populate a schedule in your grant offer letter if your application is successful.

Please indicate if you are applying as part of a consortium

Link to Consortium Documentation Step

Section 1.2

Please include a short summary of your project

The summary will be published on gov.uk so please use simple, plain English, spell out any abbreviations and keep to a maximum length of six sentences. There is no need to include the energy and carbon savings already reported to Salix through your Application Form.

The summary should include:

- The names of buildings to be upgraded or, if many buildings are being upgraded, the number of each type of building being upgraded.
- The technologies being installed.
- Any interesting facts about the buildings or technologies which make the project unique.

An example response is in the Guidance tab. You can also view the project summaries for Phases 1, 2, 3a and 3b of the Public Sector Decarbonisation Scheme on the scheme's gov.uk

Link to Example Introduction

The project involves the introduction of energy saving measures taking a fabric first approach to the historic grade 2 listed Congleton Town Hall, Cheshire. Measures include Roof, wall & window upgrades along with introducing low energy air to water heat pumps, new controls, LED lighting upgrade and a photo voltaic array to compliment the new electrical base load of the building.

Section 1.3

Please answer yes/no to the following questions, if any require additional commentary please include this in the boxes provided:

Questions 1-3 relate to project eligibility. If you think the answer is "no" to any of these questions please contact phase3cpsdsgrants@salixfinance.co.uk before submitting as this may mean your project is ineligible for the scheme.

1. Can you confirm your organisation owns or has a long-term lease arrangement for the buildings where you wish to undertake these measures?	
2. Can you confirm that the proposed measures to be installed have not yet started?	Yes
3a. Please confirm that all the proposed measures will be completed by 31 March 2026.	Yes
3b. Please provide the date of project completion.	26/09/2025
3c. If you are applying for funding for a planning year, can you confirm your agreement that spend will only be requested between 1 April 2025 and 31 March 2026? Applicants will have until 14 June 2024 to secure the necessary funding to meet all eligibility criteria, with project completion by 31 March 2026.	N/A
3d. If the option becomes available, would you be able to adapt the project to access funding with grant payments only in 2025/26? Please refer to section 4.9 of the Guidance Notes for further details.	Yes
4. Does the project require any planning consents? Please confirm in the commentary box below whether you have contacted your local planning authority regarding if the project requires permissions.	Yes

Supporting Document(s) Name **Page(s)**

Commentary

5. Have you secured all necessary internal sign off for this project proposal? Please detail the level of sign off achieved, and any additional sign off that would be required in the commentary box.	

Supporting Document(s) Name **Page(s)**

Commentary

6. Does the project include any Private Finance Initiative (PFI) buildings?

• If yes, please provide detail on the buildings, any contractual requirements for redundancy at these sites and how these have been incorporated into the project delivery plan.

Supporting Document(s) Name **Page(s)**

Commentary

7a. Do you have sufficient financial resources to cover the applicant contribution? Yes

• Please confirm the level of sign off agreed for the applicant contribution. Where multiple options are true please specify in the commentary.

7b. Is the project dependent on any other external funding stream(s) to cover the applicant contribution? No

• If yes, what value will you likely need to claim from the other funding source(s)?

• If yes, please provide detail on the funding source, including name and the steps required to secure this funding using the table and text box.

Please explain here why the other funding source(s) cannot be used to fund the entirety of the project, to ensure you are complying with the additionality criteria for the grant.

External Funding Source	Is the funding source secured?
Condition Improvement Fund	
Other public grant	
Crowdfunding	
UK Infrastructure Bank	
Other public loan	
Private grant	
Private loan	

7c. Do you have reserve financial resources if costs increase during the delivery of this project? Yes

Please provide detail below, including the level of sign off agreed.

Supporting Document(s) Name **Page(s)**

Commentary

8. Subsidy Control Rules

In some instances, public sector organisations can operate as enterprises as defined in Section 7(1) of the Subsidy Control Act 2022. If, in connection with the delivery of the Phase 3c PSDS grant/activities, you are undertaking any economic activity, you must cooperate with Salix to ensure compliance with the subsidy control principles. A public sector organisation will be an enterprise if it is engaged in an economic activity by offering goods or services on a market.

8a. Does your organisation operate as an enterprise in respect of any or a portion of the work being undertaken within your Application?

8b. If yes, please provide:

• an explanation of what this economic activity is; and

• the amount of funding sought for this economic activity (£) within your Application.

8c. By reference to the value of the economic activity declared in (8a), please confirm if you have received more than £315,000 in the period including the last two financial years and the elapsed part of the current financial year.

Any subsidies awarded will need to comply with the subsidy control principles (as in Schedule 1 to the Subsidy Control Act 2022). The public authority conferring the subsidy will have to comply with applicable transparency requirements (as specified in Chapter 3, Part 2 of the Subsidy Control Act 2022 and as provided for by the Subsidy Database (Information Requirements) Regulations 2022).

If, in respect of any economic activity, the Applicant has received £315,000 or less under a Minimum Financial Assistance (MFA) confirmation in the last two financial years (and the elapsed part of the current financial year), the grant would not be caught by the subsidy control principles. The transparency requirements would still apply. The Subsidy Control (Gross Cash Amount and Gross Cash Equivalent) Regulations 2022 make provision for valuing financial assistance received. Further information on subsidy control regime is available below. Applicants below this MFA limit will need to complete a Small Amounts of Funding Exemption declaration (refer Schedule [X] of the Grant Offer Letter)

Further Information

Subsidy Control Act 2022 UK Subsidy Control Regime Statutory Guidance for the United Kingdom Subsidy Control Regime

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Step 2.1: Existing Heating System

Good applications will need to satisfy the scheme criteria by showing that the existing heating plant is end-of-life and will be replaced with a low carbon heating system.

1a. Please confirm you have and are using a fossil fuel heating plant.	Yes
1b. Are the space heating and Domestic Hot Water (DHW) systems combined or separate?	Separate
• Provide details below of your existing heating and DHW systems for each building.	
• Is the old system 2-pipe or 4-pipe?	2-pipe
• Does the system feed any additional loads (air handling units/commercial units etc.)? Provide details below.	No

Supporting Document(s) Name Low Zero Carbon (LZC) Report to Support Public Sector Decarbonisation Grant Application – P1 **Page(s)** various

Commentary

Feasibility study attached describes existing system details.

2a. Is all or part of the heating plant coming to the end of its useful life? Whole System is End of Life
(or expected to reach end of life in 2025/26 for a two year or Planning Year project)

2b. Will any part of the fossil fuel heating plant be retained? No

• Provide details below of your existing heating plant condition, and whether all or part of it is coming to the end of its useful life.
• Please provide clear, high-resolution photographs of the boiler nameplate or a plant service report, either of which must clearly display the year of installation. This must evidence that the existing heating plant is 10 years old or over. In the case where the plant has reached the end of its useful life sooner than is typically expected (for example, through high operation or poor design), please set out the rationale below and provide evidence to show that this is the case.

Supporting Document(s) Name Low Zero Carbon (LZC) Report to Support Public Sector Decarbonisation **Page(s)** various

Commentary

Feasibility study attached describes existing system details.

3. How have you estimated the costs for a conventional fossil fuel replacement system (like-for-like costs)? Quote

Provide all evidence to support the like-for-like costs and break these down into the five components specified in Step 3.3.

Supporting Document(s) Name CONGLETON_BAU_PSDS_001 **Page(s)** various

Commentary

Contractor quote attached

4. Do you have schematics of the existing system? No

If Piping and Instrumentation Diagrams (P&IDs) are unavailable, provide high level flow diagrams to indicate current design.

Supporting Document(s) Name Low Zero Carbon (LZC) Report to Support Public Sector Decarbonisation **Page(s)**

Commentary

Feasibility study attached describes existing system details.

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Step 2.2: Project Design

Good applications will be able to demonstrate that the low carbon heating system has been appropriately identified, sized and designed. The section below contains questions pertinent to the specific low carbon heating system selected. The final section covers questions on electrical infrastructure capacity to support electrification of heating.
If your application is complex, such as multiple different systems, the commentary box and supporting information can also be used to address these questions.
Please see the website for guidance on: wet system heat pumps, heat networks, air-to-air heat pumps and biomass boilers, using the link below.

Technical Resource Link Link to Guidance Tab

Sections	Applicable to
1. Project Proposal	Completed by all applicants
2. Whole Building Approach	
3. Proposed Low Carbon Heating System	
4. All Wet Heating Systems	Please complete the sections relevant to your application
5. Heat Pumps - ASHP, GSHP and WSHP	
6. Heat Pump - air to air	
7. Electrical Connection	
8. Heat Networks	
9. Biomass	

1. Project Proposal

Overview of Measures

a. Please confirm that for all buildings, no new fossil fuel heating plant will be installed. Yes

b. Please provide a detailed summary of each element of the project and what will be achieved through each measure.
• For multiple sites, buildings and measures, please provide a full breakdown by site, building and technology type in your supporting documents.

c. If installing Solar Photovoltaics (PV), please state the peak power of the proposed system (in kWp) as a total from all buildings. 3.0

Supporting Document(s) Name Low Zero Carbon (LZC) Report to Support Public Sector Decarbonisation **Page(s)** various

Feasibility study attached describes existing system details.

Project Energy Saving Calculations

d. Describe how the energy savings have been calculated for each proposed technology.
• Please attach savings calculations (in an unlocked Excel sheet), description of methodology, and product specifications alongside your application.
• Please outline how, within the Step 4 Support Tool, the low carbon solution fuel displaced kWh and consumption kWh were calculated.
• Indicate any assumptions or estimates that have been made and reference any benchmarks used.

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We also attach an excel version of our calculations methodology to support the values within the report for assistance.

e. Please confirm the name of the person and organisation responsible for developing the energy saving calculations

Person name:	Chris Pearson
Organisation name:	Pearson Surveyors

f. Please confirm the name of the person and organisation responsible for signing off on the energy saving calculations

Person name:	Renia Kotynia
Organisation name:	Cheshire East Council

g. Please state what role the public body played in producing the energy saving calculations

Assisted with information gathering, checking of content and general support to the consultants

2. 'Whole Building' Approach

Specify how you have taken a 'whole building' approach in planning how to decarbonise your buildings/estates, answering both sub-questions:
• Please detail current building fabric for each building including the condition and age of building fabric elements, listing the insulation measures that have been installed for walls, roof(s), doors and windows.
• How has a fabric first approach been taken to facilitate low carbon heating? Please provide details of the works already completed to improve the condition of the building(s), as well as works proposed in this application.

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Feasibility study attached describes and outlines the whole building approach and its gradual progressing to final position using a fabric first approach.

3. Proposed Low Carbon Heating System

Options Appraisal

a. Specify how you assessed the different low carbon heating options for your project.

• Use the space below to provide detail of your options appraisal to demonstrate how the chosen low carbon heating measure was selected over alternatives.
• Reference operation and maintenance costs.
• Outline risks and benefits of two or three different low carbon systems.

Supporting Document(s) Name	Low Zero Carbon (LZC) Report to Support Public Sector Decarbonisation	**Page(s)**	various

Various LZC optionsd are considered within the report and either taken forward or discounted for reasons as decribed.

System Feasibility

b. Demonstrate how the chosen low carbon heating measure is suitable for each site and that the end result will meet all heating requirements.

• Have you gone through a heating system sizing process based on site surveys, whole building approach and building peak heat loss calculations?
• Please specify how flow temperatures, heat distribution and heat emitters of proposed system are viable.
• Salix's building peak heat loss tool can be used for simple building types if heat loss survey is not yet completed. The heat loss survey results should be provided in Step 3.1 Site Details.
Salix peak heat loss tool
• Has an appropriate space on site been selected for installation of new equipment?
• Describe how the heating solution configuration (standalone, bivalent, cascading or other) is feasible for the site.

Supporting Document(s) Name	Low Zero Carbon (LZC) Report to Support Public Sector Decarbonisation	**Page(s)**	various

Pre and post heat loss calculations are appended to the report demonstrating the various measures and specific information related to same.

c. Do you have schematics of the proposed system?	Yes

If detailed schematics are unavailable, provide high level flow diagrams to outline intended design.

Supporting Document(s) Name	Low Zero Carbon (LZC) Report to Support Public Sector Decarbonisation	**Page(s)**	various

Please work through the sections below where relevant to your proposed low carbon heating measure

4. All Wet Heating Systems - Heat Pumps, Heat Networks and Biomass

This section will outline how suitable the proposed buildings are for heat pumps using a wet distribution system.

a. Is the building fabric suitable for the proposed measure and flow temperatures?	Yes
b. Will the new system be supplying space heating, DHW or both?	Space Heating
c. Have heat emitters been sized for the flow temperature(s) set out? Provide supporting document name and page below.	Yes
d. Has the cost of replacing emitters been included within the application?☐	Yes
e. Is a thermal store included within this design?	Yes
f. Will the proposal be a standalone system, cascading low carbon solution or bivalent?	Standalone

Supporting Document(s) Name	Low Zero Carbon (LZC) Report to Support Public Sector Decarbonisation	**Page(s)**	various

As described within the report and also appendix information issued with the package.

Please complete Q7 Electrical Connection

5. Heat Pumps - ASHP, GSHP and WSHP

a. All systems - Have you provided a specification for the chosen heat pump to confirm the Seasonal Coefficient of Performance (sCOP) for the given flow temperatures/operating conditions?	Yes
b. What refrigerant is being used?	R454C
c. GSHP & WSHP only **-** Have you designed the source system (ground loop, boreholes etc.) and is the design matched to the heat pump's specifications?	
d. GSHP & WSHP only - Have you calculated the maximum heat in kW thermal that can be extracted from the source system?	
e. GSHP only - Have you completed a geological conditions survey and feasibility study for a ground source heat pump?	
f. WSHP only - Have you completed a feasibility study and gained extraction permission for any open loop systems in a water source heat pump design?	

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6. Heat Pump - Air-to-Air

a. Air-to-air systems use refrigerant pipework to transfer heat from an external unit to an internal unit and then directly to the air inside the space being heated. Air-to-air systems are appropriate low carbon heating solutions in some cases and can be implemented through Phase 3c with eligibility assessed on a case-by-case basis.

Eligible scenarios are:
1. When it has been evidenced with an options appraisal and feasibility study that the air-to-air system is the most appropriate solution for that building and that other eligible low carbon heating systems are not viable. A justification should be included when changing the distribution system and emitters from a wet to air based system.
2. When replacing both heating and cooling systems.

If there is a new cooling load, only the proportion of the system replacing current cooling load will be eligible. The remaining value of the project covering the new cooling load will need to be funded by the applicant.

Has this criteria been met?

b. Is an existing cooling system being replaced?	

If yes, then please provide details of the old system in the supporting information and the text below

c. Have you provided a specification for the chosen system to confirm the Seasonal Coefficient of Performance (sCOP)?	

d. Is the refrigerant being phased out in the next 20 years?
If yes, specify why you have chosen this refrigerant in the text box below.

e. Are you installing a refrigerant leak detection system?

f. How do you propose to meet your DHW demand?

Supporting Document(s) Name **Page(s)**

7. Electrical Connection

This section should be answered by all applicants including electrification of heat within their application.
Please answer the following to provide evidence to show the local power distribution infrastructure can support the proposed electrified heating system.

Use the commentary box for multiple sites.

a. Please specify the type of electrical supply to your site.	Three Phase
b. Existing incoming voltage level of the premises (kV)	415
c. Existing supply capacity/maximum capacity of the premises (kVA)	270
d. Current typical loading v your maximum capacity (%)	70%
e. Maximum current demand the proposed low carbon solution would draw (kVA)	125A TP&N
f. Please select the Distribution Network Operator (DNO) provider that will be supporting your electrical connection.	Electricity North West Limited
g. Have you contacted your DNO regarding connection of your proposed installation to the local electricity network?	
h. If No, please confirm when you expect to engage with your DNO. Provisional Date:	01/11/2023

i. In the text box below please describe the electrical infrastructure at the proposed building(s).
• Are connection works specified within the project timetable and project costs?
• If you have not had contact with your DNO, are engagement and response times included in your project plan and risk register?
• If the required electrical distribution infrastructure has not been confirmed, how could this affect the project timeline and costs if further works are needed?
• Estimated peak demand of each proposed low carbon heating system.
• How have DNO connection costs been estimated?

Supporting Document(s) Name Low Zero Carbon (LZC) Report to Support Public Sector Decarbonisation **Page(s)** various

The main electrical switchgear is located within the basement area of the town hall building. The incoming supply to the building is a 400A TP&N supply.

8. Heat Networks

a. Are new connections being made to join buildings to a heat network, or is the network itself receiving upgrades to low carbon heating?

b. What grade of heat is to be supplied by the network? Hot Temperature Hot Water (HTHW), Medium Temperature Hot Water (MTHW), or Low Temperature Hot Water (LTHW)?

c. Has the heat network bespoke carbon factor been calculated? Use the commentary box below to detail how this has been derived. Please evidence the bespoke carbon factor calculations in supporting information.

d. Please indicate whether the component in this application is the primary connection, secondary or tertiary network - see guidance tab for definitions.

e. Please confirm that the specific component in this application is not being funded through other sources.

f. Please review the Guidance Notes on connecting to an existing heat network and provide summary of works in the text box below.

Supporting Document(s) Name **Page(s)**

Please complete all relevant sections in questions 4-7 if this application includes any heat pumps within the heat network connection.

9. Biomass

a. Demonstrate how you intend to mitigate any potential impacts on air quality, and particularly on other people in the local area. Applications are not expected for biomass boilers in heavily built-up areas.

b. Applicants who receive funding for biomass boilers are expected to obtain their biomass fuel from sustainable sources. The Biomass Suppliers list linked in the Guidance tab lists suppliers who have demonstrated that their wood fuel meets the sustainability criteria of the Renewable Heat Incentive scheme. Please specify which supplier you will be using from this list.

c. Please demonstrate how the boiler(s) will be maintained to ensure performance over the lifetime of the plant. Note the Microgeneration Certification Scheme has recently published a new standard for the maintenance of biomass boilers.

MCS Standard for biomass boiler maintenance

*Do **not** paste data into cells, or **always paste 'as values'**, ensuring you are not pasting source formatting. Where the cells are formatted with dropdown lists, please use the dropdown. Please avoid using special characters.*

Step 3.1: Site Details

Please use the table below to provide site and building details for all measures included within this application.
Information is required for all buildings where measures are to be installed.

Please use a new row for each separate building within a site, thus one row is inputted per building.
All fields are compulsory and if not completed your application may not be considered for funding. Red cells have not met the data validation requirements, please follow the pop up guidance for each column. Please mark "N/A" in fields that are not applicable.

You must complete Step 3.2 Building Details in addition to this step.

Site Name	Site Type	Building Number	Building Name	Building Type	FY 22/23 Display Energy Certificate Rating (DEC)	Display Energy Certificate Unique Number (DEC)	Building Age (Years)	Postcode	Gross Internal Area of Heated Areas (m^2)	Existing Fossil Fuel Type	Baseline Annual Fossil Fuel Use (kWh/year)	Baseline Annual Electricity Use (kWh/year)	Annual (April 2022-March 2023) Fossil Fuel Consumption (kWh/year)	Annual (April 2022-March 2023) Electricity Consumption (kWh/year)	DHW Demand (kW)	Peak Heat Loss - Pre Building Fabric Improvements (kW)
Congleton Town Hall	Other	Building 1	Town Hall	Town hall			159	CW12 1BN	1,300	Gas	280,218	121,738	280,218	121,738	35	279
		Building 2														
		Building 3														
		Building 4														
		Building 5														
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Version 1.0

Step 4: Support Tool

Fully complete the two tables below to calculate the eligible grant value, and please fill out the previous Steps before completing Step 4, as this table is reliant on data from them.

Bespoke Carbon Factor (kg/kWh)	Remaining Site Life (yr.)	Design Status	Procurement Status	Carbon Cost Threshold £/tn CO_2e LT	Minimum Client Contribution as a Proportion of Total Project Costs	Maximum Eligible Proportion of Grant Value for Energy Efficiency Measures
	25	Concept Design (RIBA Stage 2)	Pre-Tender	**£325**	**12%**	**58%**

Technology Type	Project Value	Like-for-like Replacement Costs	Marginal Project Value	Marginal Project Value	Like for Like Replacement Costs as a Proportion of Total Project Cost	12 % Compliant Marginal Project Value
Energy Efficiency	£226,767			£384,374	12%	£384,374
Low Carbon Heating	£210,607	£53,000	£157,607			

Total Grant Requested	Eligible Grant Value	Carbon Cost Threshold Compliant Grant Value	Total Net Financial Impact	Total Project Cost	Payback in Years	Total Annual Direct Carbon Savings (tonnes)	Carbon Cost Threshold (£/tCO_2e LT)	Compliance
£357,683.00	£357,683	£357,683	£30,587	£437,374	12	51.16	**£325.00**	**Compliant**

Technology Type	Current Grant Value Split	Grant Value Split (%)	Adjusted Grant Value Split if Energy Efficiency > 58%	Final Grant Split (%)
Energy Efficiency	£200,076	56%	£200,076	56%
Low Carbon Heating	£157,607	44%	£157,607	44%

Total Applicant Contribution	Applicant Contribution (%)
£79,691	18%

Building Fabric Improvements and Energy Efficiency Measures

Please place all building fabric improvements, energy efficiency and enabling measures on separate rows.

	Description of Work	Start Date	Completion Date	Building	Project Type	Technology - Work Type	Energy Type	Fuel Cost (p/kWh)	Annual kWh Pre-Project	Annual kWh Post-Project	Annual kWh Savings	% kWh Savings	Project Cost	Annual Financial Impact (£)	Payback in Years	Annual Direct Carbon Savings (tonnes)	Annual Indirect Carbon Savings (tonnes)	Data Entry Check
EE 1	Double Glazing	01/04/2024	31/03/2026	Town Hall	Insulation - building fabric	Double glazing with metal or plastic frames	Gas	17.00	280,218	214,174	66,044	24%	£44,034	£11,227	3.92	12.06		OK
EE 2	Roof / loft	01/04/2024	31/03/2026	Town Hall	Insulation - building fabric	Roof insulation	Gas	17.00	214,174	203,465	10,709	5%	£21,130	£1,820	11.61	1.95		OK
EE 3	External wall	01/04/2024	31/03/2026	Town Hall	Insulation - building fabric	External wall insulation	Gas	17.00	203,465	181,084	22,381	11%	£38,348	£3,805	10.08	4.09		OK
EE 4	Building BMS Upgrades	01/04/2024	31/03/2026	Town Hall	Building management systems	BEMS - not remotely managed	Gas	17.00	181,084	175,652	5,433	3%	£32,500	£924	35.19	0.99		OK
EE 5	Solar PV	01/04/2024	31/03/2026	Town Hall	Renewable energy	Solar PV	Electricity	45.00	121,738	119,389	2,349	2%	£32,297	£1,057	30.55		0.11	OK
EE 6	LED upgrade work	01/04/2024	31/03/2026	Town Hall	LED lighting	LED - new fitting	Electricity	45.00	119,389	104,737	14,652	12%	£58,459	£6,593	8.87		0.66	OK
EE 7												0%						
EE 8												0%						
EE 9												0%						
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EE 50												0%			

Low Carbon Heating

Current fuel displaced should not exceed the final fuel consumption after the above building fabric improvements and energy efficiency measures have been considered.

	Technology - Work Type	Start Date	Completion Date	Building	Description of Work	Current Energy Type	Current Fuel Cost (p/kWh)	Proposed Fuel	Proposed Fuel Cost (p/kWh)	Current Fuel Displaced (kWh)	Proposed Fuel Consumption (kWh)	Project Cost	Annual Financial Impact (£)	Payback in Years	Annual Direct Carbon Savings (tonnes)	Annual Indirect Carbon Savings (tonnes)	Data Entry Check
LC System 1	Air source heat pump (air to water)	01/04/2024	31/03/2026	Town Hall	Central AHSP's to replace Gas Heaters	Gas	17.00	Electricity	45.00	175,652	54,891	£210,607	£5,160	40.82	32.07	- 2.98	OK
LC System 2												£0					
LC System 3												£0					
LC System 4												£0					
LC System 5												£0					
LC System 6												£0					
LC System 7												£0					
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LC System 29													£0		
LC System 30													£0		

Sequencing Check

Total Existing Annual Fossil Fuel Use kWh	Total Efficiency Savings kWh	Total Current Fuel Displaced kWh	Sequencing Check
280,218	104,566	175,652	Savings Sequenced Correctly

Data Source:	Step 3.1 - Site Details	Step 4 - Building Fabric Improvements and Energy Efficiency Measures	Step 4 - Low Carbon Heating	Link to Guidance Tab

Examples of Eligible Technologies

The following list includes examples of eligible technologies for Phase 3c Public Sector Decarbonisation Scheme. If you intend to include technologies that do not appear on this list in your application, please discuss with Salix prior to submission.

Project Type	Work Type	Direct Carbon Savings	Indirect Carbon Savings	Lifetime
Low Carbon Heating	Air source heat pump (air to water)	x		**20.00**
	Air source heat pump (air-to-air)	x		**20.00**
	Ground source heat pump	x		**25.00**
	Water source heat pump	x		**25.00**
	Connect to existing district heating	x		**30.00**
	Connect to onsite heat network	x		**30.00**
	Hot water - electric point of use heaters	x		**12.00**
	Solar thermal	x		**25.00**
	Biomass	x		**20.00**
	Electric boiler	x		**20.00**
	Electric heater	x		**10.00**
	Electric radiant panel heater	x		**20.00**

Project Type	Work Type	Direct Carbon Savings	Indirect Carbon Savings	Persistence Factor
Building Management Systems (BEMS)	BEMS - not remotely managed	x	x	**6.84**
	BEMS - remotely managed	x	x	**8.42**
Cooling	Cooling - control system		x	**6.84**
	Cooling - plant replacement/upgrade		x	**8.21**
	Energy efficient chillers		x	**14.44**
	Free cooling		x	**13.68**
	Replacement of air conditioning with evaporative cooling		x	**13.68**
Energy from Waste	Anaerobic digestion	x	x	**15.20**
	Incineration	x	x	**15.20**
Heating	Heat recovery	x		**10.83**
	Heating - discrete controls	x		**6.84**
	Heating - distribution pipework improvements	x		**15.20**
	Heating - zone control valves	x		**11.88**
	Replace steam calorifier with plate heat exchanger	x		**28.50**
	Steam trap replacements	x		**15.20**
	Thermal stores	x		**18.00**
Hot Water	Flow restrictors	x		**14.00**
	Hot water - distribution improvements	x		**18.00**
	Hot water - efficient showers	x		**8.00**
	Hot water - efficient taps	x		**11.00**
Industrial Equipment	Energy efficient convection-oven	x		**10.30**
	Energy efficient dishwasher	x		**10.80**
	Energy efficient washing machine	x		**20.00**
	Energy Efficient Steriliser	x		**20.00**
Insulation - building fabric	Cavity wall insulation	x		**30.00**
	Double glazing with metal or plastic frames	x		**28.00**
	Dry wall lining	x		**30.00**
	External wall insulation	x		**30.00**
	Loft insulation	x		**27.00**
	Floor insulation - suspended timber floor	x		**27.00**
	Floor insulation - solid floor or other type	x		**30.00**
	Roof insulation	x		**30.00**

	Secondary glazing	x		**7.92**
Insulation - draught proofing	Insulation - draught proofing	x		**29.25**
Insulation - other	Automatic speed doors	x		**8.45**
	Automatic/revolving doors	x		**8.45**
	Draught lobby (external)	x		**29.25**
	Draught lobby (internal)	x		**29.25**
	Radiator reflective foil (external walls)	x		**8.00**
Insulation - pipework	Heating pipework insulation (external)	x		**9.00**
	Heating pipework insulation (internal)	x		**22.50**
LED lighting	LED - new fitting		x	**25.00**
	LED - same fitting		x	**13.00**
Lighting Controls	Lighting - discrete controls		x	**8.89**
	Lighting control system centralised		x	**10.26**
Motor Controls	Fixed speed motor controls	x	x	**11.40**
	Motors - flat belt drives	x	x	**11.40**
	Variable speed drives	x	x	**10.26**
Motor Replacement	Motors - high efficiency	x	x	**15.00**
Renewable Energy	Small hydropower		x	**22.80**
	Solar PV		x	**22.50**
	Wind turbine		x	**17.60**
Time Switches	Time switches	x	x	**6.84**
Transformers	Low loss		x	**30.00**
	Transformer tapping change		x	**30.00**
Ventilation	Fans - air handling unit		x	**23.75**
	Fans - high efficiency		x	**14.25**
	Phase change material		x	**23.75**
	Ultrasonic humidifiers		x	**7.22**
	Ventilation - distribution		x	**30.00**
	Ventilation - presence controls		x	**6.84**

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Congleton Town Council
Historic Market Town
Chief Officer: **David McGifford CiLCA**

Congleton Town Hall Decarbonisation Project

Council Report

Congleton beartown
where friends are made

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN
Tel: **01260 270350**
Email: **info@congleton-tc.gov.uk** **www.congleton-tc.gov.uk**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	4th April 2024 7.00 pm	**LOCATION**	Congleton Town Hall
REPORT FROM	David McGifford (Chief Officer)		
AGENDA ITEM **REPORT TITLE**	**6** **Town Hall Decarbonisation Grant**		

Background

In 2019 Congleton Town Council declared a Climate emergency and committed to working toward Carbon Neutrality. To support this objective Congleton Town Council resolved to approve the procurement of professional services at a meeting on the 22nd April 2022 (CTC /76/2122) resulting in Tomson Consulting being commissioned to carry out a review of the energy efficiency of our Town Hall and produce a plan to reduce its energy consumption and remove its reliance and fossil fuels in order to reduce our carbon footprint for the future. A project that has become known as Town Hall Decarbonisation.

The report produced by Tomson consulting was presented to both the Town Hall & Assets and the Environment Committees and associated working groups. The proposals within it have formed the basis of our ongoing activities to improve the energy efficiency of the building. However, we have only been able to pursue those actions that are relatively modestly priced, many of the big ticket items – such as replacing our gas boilers with a next generation heating system, were only going to be possible if we acquired grant funding to finance them.

Following ongoing and persistent lobbying at Cheshire East we secured a fabulous opportunity to advance our intentions by submitting an application for Public Sector Decarbonisation Funding. Cheshire East agreed to use their retained consultants to carry out all of the necessary work required to submit an application on our behalf for the bulk of the estimated £434,427 that would be required to complete all of the necessary work on the Town Hall.

Projects

The potential projects that were included within the grant application included –

- Next-generation heating systems (non-fossil fuel)
- Fabric upgrades – walls, window (secondary glazing), roof
- Solar panels
- LED lighting

Each of these had indicative figures against them but there is flexibility on how the grant funding is spent.

As this is a listed building works will need to go through the planning process and be supported by the CEC Conservation Officer who has already visited the town hall with the Cheshire East officers who generated the grant application.

Grant Submission

The basic requirement for accessing a grant is for the project to be completed over a 2 year period from the award of the grant. The project plan needed to meet the criteria set by Salix with supporting evidence of the needs, benefits and indicative costs as well as an

organisational structure to manage the project. Grants requested for each year need to be stated and supported by the expected outcomes during those periods.

Generating the grant submission package did not require any financial input or significant officer input from the Town Council as CEC and their consultants used the excellent report produced for us by Tomson as the basis for the bid documents

Following guidance from CEC we were advised that the estimated Town Council contribution would need to be £53,000.

On October 10th 2023 an application was submitted for the project to SALIX for Public Sector Decarbonisation Funds (phase 3a) The breakdown of the SALIX grant and the Town Councils contribution was as follows:-

Total	£434,427 (100%)
SALIX grant	£381,427 (87.8%)
Congleton Town Council	£53,000 (12.2%)

The £53,000 Town Council contribution is currently held in Earmarked Reserves following approval at the Council Meeting on the 25th of January 2024, resolution CTC/76/2024.

Following the grant submission there were additional meetings with Salix to provide clarification on the information that we had provided.

Grant Offer

On the 19th of March 2024 we received a grant offer from Salix **(see Appendix 1)** and they are seeking **a response to this offer on the 5th of April 2024**

The key information from the grant offer is as follows -

Total	£437,374 (100%)
SALIX grant	£357,683 (81.78%)
Congleton Town Council	£79,691 (18.22%) which is an additional £26,691

Grant breakdown and expected outcomes

Year 1 Grant £57,683 Appoint a project manager and agree projects through to detailed designs through to tender

Year 2 Grant £300,000 Delivery of projects

Following the tendering process we will have a clear understanding of the costs of the projects, We have been advised that we can choose to contribute our grant when we see fit so in practical terms that would be year 2.

If the project progresses as planned we need to address the shortfall of £26,691 which can be done during year 1, the current options are -

- Apply for additional funding from other sources if there is the opportunity which will need to be agreed upon by SALIX
- Whilst noting that we have other ambitions, this matter should be part of our Business Planning exercise in June / July 2024 and budget setting for 2025/26 which will take place in November 2024

	Governance Project Board Part of the contractual conditions is for the council to provide monthly updates to the grant provider SALIX. As we are ultimately responsible for this project the main role of the council is to create a Project Board to work under delegated authority. The board will receive the monthly progress reports provided by the appointed Project Manager ensuring that the agreed programme of works is progressing as planned or noting any issues. Updates to the Council will be provided at the planned Council meetings for the year or at Emergency Meetings if there is a deviation of the plan that impacts on finance or outcomes. The Chief Officer will be the Senior Responsible Officer for the project and it is proposed 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. **Profile** In accepting this grant offer this project would show Congleton to be a leader amongst town and parish councils and allow us to work alongside specialists and officers to deliver on our Climate Emergency commitments. In addition, by future-proofing the Town Hall by replacement of the heating system we avoid the risk of an unplanned failure of our 14-year-old boilers. **Legal Guidance** The Chief Officer forwarded the contract to our legal advisors to ascertain if there are any issues we should be aware of with a specific focus on financial risk. This feedback was received and shared with Salix on the 28th of March **(see Appendix 2)** any feedback from SALIX will be reported at the meeting on the 4th of April 2024.
Considerations	**Finance** As stated within the report we have not allocated sufficient funds to meet the increased contribution requested within the grant offer, however, during year 1 there is no requirement for the Town Council to use any of its own funds. During year 1 the council has time and the opportunity to attract or plan for additional funding for year 2 to bridge the shortfall. Should this not be successful the council could withdraw due to inadequate funding or potentially choose to continue with a reduced scheme within our current allocation. Prior to progressing into year 2 there also needs to be an understanding of any potential operational savings or increases. **Environmental** The proposed environmental improvements to the town hall are projected to generate CO2 savings estimated to be 51 tonnes per year **Equality** It is well established that the effects of climate change have the most adverse impact on the poorest people in our society (who are less able to cope with extreme heat/cold/flooding etc)
Proposal	1. That the Council approves the signing of the Grant Offer as per Appendix 1 2. That the Chief Officer creates the required Project Board with the membership and powers as stated within the report