

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	11th September 2025 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	16 Town Hall Gas Boiler Replacement Quotes		
Background	<p>Designs within the Salix decarbonisation project highlighted the costs and restrictions involved in making decarbonisation improvements to the Town Hall. While works within the Salix designs are being implemented, the major project of heating the Town Hall using an Air Source Heat Pump proved to be beyond budget and problematic due to the limited, usable space on the site of the Town Hall. For this reason, Officers have researched quotes to replace the existing gas boilers, which were installed during 2009/10, with new gas boilers.</p>		
Update	<p>Two companies have visited the Town Hall to quote for replacement boilers. Following their site visits, both companies raised concerns about the potential for inaccurate quotes as replacing the boilers was, in their opinion, only part of the project. The pumps within the boiler room are actually older than the boilers themselves (the system has 8 pumps), and there is no way of identifying when the flue from the boiler was installed. The flue liner extends to the top of the Town Hall chimney, which would involve considerable cost to access via a scaffolding tower. Companies quoting for works to replace the gas boilers would require an exact specification of the work required to guarantee accurate and like-for-like quotes.</p> <p>Officers have met with a company that can provide advice on the work required to replace the existing gas boilers and create a specification to be used for quotes and tender purposes.</p> <p>Detailed Mechanical Building Services Design duties to £3,200.00 RIBA Stage 5 for Boiler Room Refurbishment, including:</p> <ul style="list-style-type: none">• 2D Design Drawings/Schematic• Mechanical Services Specification• As-fitted Drawings (produced from drawings marked up by the contractor on-site)• Mechanical Calculation Packages• 2No. Site Visits (1No. Engineer)		

	<ul style="list-style-type: none"> • 2No. Teams Meeting <p>Detailed Mechanical Building Services Design duties to RIBA Stage 5 for the Replacement of Fan Convectors and destratification fans in Main Hall, including:</p> <ul style="list-style-type: none"> • 2D Design Drawing or Schematic • As-fitted Drawings (produced from drawings marked up by contractor on-site) • Mechanical Calculation Packages • 1No. Site Visit (1No. Engineer) <p>Additional Costs:</p> <ul style="list-style-type: none"> • Site Meetings - £70 per hour, per engineer whilst on site plus travel time, expenses and mileage <p style="text-align: right;">£1,500.00</p> <p style="text-align: right;">£4,700.00</p> <ul style="list-style-type: none"> • Total Project Fee (exc. VAT) + VAT
Financial	To be in accordance with allocated budgets and financial regulations
Environmental	To assess via the procurement process environmental impact and benefits
Equality	Where applicable in the procurement of services, this is taken into consideration.
Decision Request	To receive the report relating to boiler replacement quotes and agree to spend £4,700.00 on a specification report to determine the level of work required to guarantee like-for-like quotes.