



## CHICHESTER CITY COUNCIL

### REPORT OF THE PROPERTY MANAGER

#### PROPERTY SUB-COMMITTEE MEETING – 5<sup>th</sup> JULY 2021

#### COUNCIL HOUSE

- a) **Salix Grant Funded Improvements** – the Listed Building and Planning Consent applications will be determined w/c 19<sup>th</sup> July. Save Money Cut Carbon is arranging the structural survey of the Assembly Room roof to confirm that there is no loading issue with the proposed solar panel array.
- b) **Carbon Neutral Strategy** - the Property Manager has instructed Save Money Cut Carbon to undertake the survey, as agreed at the previous meeting. He is liaising with their surveyor to provide all relevant information. It is anticipated that the report and recommendations will be available early September.
- c) **Proposal to upgrade heating controls to reduce energy costs** – the Property Manager has obtained a specification and quote from Saunders Specialised Services (the contractor that maintains the boilers and heating system – see **Appendix A**) to replace the ineffective radio controlled thermostatic radiator valves in the Assembly Room and Crush Bar with standard Drayton TRV4 valves and to remove the existing York controller on the heating control panel and replace with a Siemens weather compensator controller. They would also install an outside flow, return and room sensor and a three-port mixing valve to control radiator temperature. It is anticipated that this would reduce gas consumption by at least 50% and would pay for itself within 2-3 years, as well as reducing carbon emissions. The cost would be £7,500 + VAT. This can be funded from the Council House reserve.
- d) **Council Chamber** – the Property Manager has initiated a surveyor's inspection of the south-west corner of the Council Chamber, as some cracks have recently appeared. This corner was previously repaired and stabilised many years ago. An update will be provided at the next meeting.

#### ALLOTMENTS

- a) **Durnford Close** – current tenant and waiting list details have been passed over to Hyde Housing in a GDPR compliant manner. The water supply account will be transferred to Hyde effective from 1<sup>st</sup> November 2021.
- b) **Update** – we have two vacant plots, both at St James. There are currently 262 people on the waiting list, including those who have applied for a second plot.
- c) **Wild flower areas** – our maintenance team did create some wild flower areas on some common areas, but this has resulted in numerous complaints from plot holders due to self-seeding issues on their plots. It is considered that allotments are generally not suitable for wild areas, unless well away from cultivated plots.

#### DISUSED BURIAL GROUNDS

**St Bartholomew's** – the Property Manager wrote to the Church Commissioners regarding the proposed sale of St Bartholomew's Church and churchyard for use as a dance studio. A response has been received confirming that should the sale go through the Council will be released from its maintenance obligations under S.215 of the Local Government Act 1972. The letter also gave assurances regarding the protection and preservation of the war memorial.

## **BUS STOPS/SHELTERS**

**Swanfield Drive** – the Town Clerk has contacted senior management at CDC, requesting that they expedite the legal and contractual matters between CDC and A2 Dominion to make the necessary land available for a shelter. Once this has been done the Property Manager can liaise with WSCC to obtain S.106 funding to install the new RTPI ready shelter.

## **PUBLIC REALM PROJECTS**

- a) **Wayfinding (finger posts)** – the existing finials and posts have been refurbished and are awaiting fitting of the new fingers. Leander Architectural has had some operational and tooling issues which has delayed production. It is anticipated that delivery will now be mid-July. The Property Manager is exerting as much pressure as possible to speed up delivery.
  
- b) **Precinct Paving** – WSCC has added this project to the Chichester Growth Deal review to be undertaken in the next few months. The surface options were discussed by the Planning Advisor with the Planning and Conservation Working Group on 27<sup>th</sup> May and her suggestion to propose a resin bonded aggregate surface was agreed. However, members may recall that when the Property Manager proposed this type of surface to WSCC Highways several years ago it was rejected on the grounds that, whilst visually appealing when newly laid, it wouldn't fare well against the HGV traffic and that repairs are not seamless and would lead to a patchwork appearance. For that reason, attention focussed on tarmac laid in 30m bays separated by a line of granite setts as the most hard wearing, easiest to maintain and cost-effective option. The Property Manager requests that the Property and Planning Committees liaise to provide a consistent and unified position on this matter.

## **BOARD OF TOWN CLERKS**

Proposal to commission and install a roll board of Town Clerks in the Council House, similar to the board of Mayors.

**Peter Roberts**  
**Property Manager**