



CHICHESTER CITY COUNCIL

REPORT OF THE PROPERTY MANAGER

PROPERTY SUB-COMMITTEE MEETING – MONDAY 23rd MAY 2022

COUNCIL HOUSE

- a) **Boiler Replacement & Carbon Reduction plan** – to assist with the production of a detailed specification for boiler replacement, Copperstone Ltd, a local RICS practice with a speciality in heritage building surveying and M&E consultancy, has been appointed. [RICS Building Surveying and M&E Services | Copperstone \(copperstoneltd.co.uk\)](http://copperstoneltd.co.uk)

An initial survey has been undertaken and it is proposed that Copperstone Ltd continue to work with the Property Manager to address the building systems and fabric on a **phased basis** as follows;

- i. Boiler replacement including thermal store battery to reduce gas consumption and provide futureproofing for solar, electric or heat pump integration (specification and tender currently being prepared).
- ii. Installation of solar battery storage to maximise benefit of the solar panels (budget cost circa £18-20k).
- iii. Modification of air handling ventilation in the Assembly Room to provide better air quality and reduce heating costs by heat recovery technology. (Mechanical Ventilation & Heat Recovery – MVHR)
- iv. Installation of ventilation system with heat recovery (MVHR) in the Council Chamber, utilising the existing chimneys to hide the plant and machinery.
- v. Installation of ventilation system with heat recovery (MVHR) in the Old Court Room (combined with replacing skylight with double glazed unit to prevent heat loss)
- vi. Replace existing air conditioning in rear office with MVHR system, supplemented by electric heat panels.

To deliver on the Climate Emergency commitment, it must be a priority of the City Council to do whatever it reasonably can to reduce carbon emissions. In many cases, this will also provide a cost saving that will offset the investment in sustainable options. The Property Manager is also looking at options for better insulation, including replacement windows with double glazed units or secondary glazing. Listed building consent will be required, and any products will need to maintain the historic character of the building.

- b) **EV Charger** – The Property Manager has obtained two quotes to install an ICS 22kwh EV charger, as summarised below;

➤ D&R Electrical	£1,436.25 – surface run cabling
➤ Phillips Electrical	£2,380.00 – underground cable
➤ Jelvis	£4,534.00 – Opt.A – underground cable
	£1,824.00 - Opt.B – surface run cabling

Due to the significant cost, it was decided to undertake the installation using the skills and expertise of Stephen Hawkins. The EV charger was purchased and has been installed, with underground cable, at the total cost of £1,140.55.

- c) **Council Chamber** – ground investigations confirmed that the foundations of the portico pillars are very shallow and sitting on soft ground which has been further destabilised by washout from the adjacent slot drainage of the precinct paving. This has caused the front of the building to gradually sink. The structural engineer has obtained two quotations from specialist geotechnical engineering contractors for resin injected ground stabilisation works, as summarised below;

➤ Geobear	£53,409.00
➤ Mainmark	£15,156.00

The structural engineer has analysed both proposals and quotes and has recommended instructing Mainmark at the cost of £15,146.00 as this will address the issue and stabilise the building with minimal intrusion or disruption. This recommendation has been made to our insurer and they have given consent to proceed.

- d) **Damp in Town Clerk's office** – investigations are ongoing. The drainage below the office has been surveyed and has a number of cracks, so will likely need to be lined at the cost of £1,950. A section of floor was lifted to allow inspection of the floor void on 3rd May, which didn't reveal any obvious cause. The surveyor has suggested that we go ahead with lining the drains at the cost of £750 and carry out a number of small brickwork and pointing repairs. We will then monitor the situation to see if any further investigations and/or remedial works are required.
- e) **Utility contracts** – the Property Manager signed up for fixed rate contracts for electricity and gas in 2020, for the following terms;
- **Electricity** – Drax 07/07/21 to 30/09/23
 - **Gas** – SSE 01/07/20 to 30/09/23
- This effectively protects the Council from the significant cost increases in fuel for the next 18 months. In the meantime, every effort will be made to reduce energy consumption and emissions.
- f) **Hopper and downpipe repairs** – the cast iron hopper and downpipe on the NW corner of the Assembly Room has rusted out in various areas and is leaking. Clanfield Gutters, a specialist heritage contractor, is carrying out like-for-like replacement on 27th May at the cost of £1976.00. A cherry picker is required for access, at the cost of £400 for the day.
- g) **Carpet in lift lobby and Lion Street corridor** – the existing carpet is lifting and rippling in many places due to delamination and breakdown of the hardboard over-boarding. Two quotes have been obtained to uplift the existing carpet and hardboard, lay a new WBP ply base, latex where necessary and lay heavy duty carpet tiles;
- Eazylay Carpets £2,664.00
 - Dan Courcier (The Carpet Man) £3,900.00

ALLOTMENTS

- a) **Update** – we currently have a total of 418 plots. Of those, 417 are tenanted and 1 is vacant, awaiting tenant allocation. There are 219 people on the waiting list.
- b) **Allotment Management software** – with the invaluable assistance of Stephen Holman, an Excel based allotment management system has been set up and trialled side by side with our proprietary software package, which is due for renewal next year. The in-house software has performed extremely well and is very user friendly, having been designed to our own specific requirements. The annual invoices were produced using this system in February and has been efficient and problem free. As 365 of the invoices were sent by email, we saved £288.35 in postage and stationary costs.
- The Property Manager recommends that subject to further monitoring and no significant issues becoming apparent, that the contract with MCPC for the Colony allotment management software is not renewed. This will provide a significant saving in the region of £4,000 for the 3-year contract period.
- c) **Councillor Support for Officers** – further to previous discussions related to complaints made to Councillors, a recent complainant sent an email to the Property Manager accusing officers of being “liars, incompetent and rude”. The complainant went on to make the following statement;
- “I understand from neighbours and local friends that the allotment team are regularly subject to complaints because of their bad attitude, and that the town councillors are compiling a dossier.”*
- Having thoroughly investigated the complaint, the Property Manager can confirm that the matter was handled professionally and appropriately in all respects. An assurance is sought from Councillors that the Property team will receive their full support and that secret dossiers of complaints are not being compiled.

BUS STOPS/SHELTERS

- a) **Swanfield Drive** – confirmation is still awaited from CDC and A2 Dominion that the necessary land will be made available for a shelter to be installed. Any help from District Councillors to speed up this process will be welcomed.
- b) **Bognor Road** – a quote has been obtained from GW Shelters for a 2-bay shelter with half end panels to our usual specification. The basic shelter will cost £7,512.00 including installation and traffic management. There are options for a sedum roof (£900) or a solar roof (£1,600) to increase our sustainability offering. Confirmation from WSCC regarding S.106 funding for all or part of this cost is still being sought.

PUBLIC REALM PROJECTS

- a) **Precinct Paving** – options for resurfacing have been prepared by WSCC Highways department in collaboration with their consultant WSP. These options are now being considered by the Director for Highways & Transport.
- b) **West Street public realm** – The WSCC consultant WSP has taken on board all the comments from the last Stakeholder meeting and has developed the concept of a phased approach to creating a 'piazza'. They are currently holding discussions with bus operators to and carrying out a bus impact study to inform this approach. This process should be completed early June with a view to holding another Stakeholder session shortly afterwards.
- c) **Lidl to Story Road footpath link** – The Maintenance Team has completed the agreed temporary improvement works and a Community Highways Scheme application has been submitted.
- d) **Litten Gardens CCTV** – due to a sustained increase in anti-social behaviour, including drinking and drug dealing, the Property Manager has obtained two quotes (three companies were invited to tender) for the installation of a CCTV system. The cameras would be attached to the existing street lighting columns and powered from the feeder pillar just inside the gate. A summary of the quotes follows;
 - **ASDC** £4,920.00 **Opt.A**, basic system
£5,666.00 **Opt.B**, extended system
 - **TVC Visual** £5,116.00 **Opt.A** – basic system
£5,696.00 **Opt.B** extended system

All the above options will be subject to monthly broadband costs and maintenance contracts. TVC Visual are based in Westhampnett and currently maintain the CCTV system in the Council House. They have always provided a good standard of service. ASDC are based in Alton, Hampshire and come highly recommended by Alton Town Council and Petersfield Town Council.

- h) **East Walls footpath lighting** – New Park Centre has received complaints from users of a dark area of the footpath along East Walls from their rear path to Priory Road. The Property Manager has obtained a quote from Enerveo (SSE) to supply and install two 4m embellished lighting columns with decorative 'Chichester' LED lantern heads, at the cost of £5,932.60 + VAT.

WEST STREET MEMORIAL GARDEN

Unfortunately, the landlord has decided to sell the property and has therefore declined to assign the garden to the City Council. When a new owner is in place, we can make another approach. In the meantime, West Walls Residents Association volunteers are doing a fine job of caring for the garden.

WAR MEMORIAL

The Property Manager has obtained a quote from Traditional Stone Ltd of £1,378.93 to carry out routine cleaning and minor repairs to the war memorial prior to Remembrance Sunday. Due to the surrounding trees the memorial does discolour quickly so is due a clean. It is good practice to regularly repair mortar joints to prevent water ingress and freeze/thaw damage.

THE BREWERY FIELD

We have undertaken a tender for the grass cutting contract. Three contractors were invited to quote, and the following tenders were received;

- MH Kennedy Tender not submitted
- IdeVerde £3522.96 (18 cuts March – November @ £195.72 per cut)
- Sussex Estate Care £2970.00 (18 cuts March – November @ £165.00 per cut)

BOARD OF TOWN CLERKS

The board is currently being painted by Derek Pennicott. It is anticipated that it will be ready for installation towards the end of June.

STAFFING & RESOURCES

- a) **Stephen Holman & Stephen Hawkins** – serious consideration should be given to reviewing the salary grades of both Property Maintenance Officers. They are exceptional workers who regularly go way beyond the call of duty in the furtherance of their duties. For instance, Stephen Holman's contribution to the development of the Allotment Management software and Stephen Hawkins electrical works such as installation of the EV charger, has saved the City Council a significant sum. There are many other examples that could be cited. In order to retain such committed and valuable staff, especially against the backdrop of the cost of living crisis, the Property Manager recommends that the Finance Committee considers a bonus payment and a salary grade increase in acknowledgement of and gratitude for their dedication.
- b) **Electric Van** – a Renault Kangoo Maxi ZE van has been purchased at the cost of £12,995. This vehicle benefits from a battery lease scheme which provides a FOC battery replacement if and when the battery capacity drops below 70%. This costs £35 per month, based on 4,000 miles per annum. The van has been sign written in corporate livery and includes a 'zero emissions' statement. (see **Appendix A**)
- c) **Property Team Depot** – we are currently working at full capacity of our team of two, who do an amazing job with the limited resources we have. ***If we expand any further*** we will need a proper space for storage and tool maintenance, as well as secure parking for the truck and van and a 3-phase electricity supply for EV charging. At the existing compound, there is no toilet and no mains electricity supply or phone/broadband line. To give an idea of potential cost, the Property Manager obtained a quote from Mildren, the contractor re-developing the St James Industrial Estate site, for a metered 3-phase electricity supply to the allotment compound. This came in at £22,667.07 + VAT, almost double the £11,443.34 we were quoted by SSEN to install a new supply from St James Road. As an alternative, a suitable property could be rented for between £14,500 to £21,000 per annum (see **Appendices A0 – A3**) plus business rates. This will be essential ***if additional workload is taken on***, as our team would need to grow and we would need more vehicles, plant and equipment and welfare facilities than can be managed at the existing St James compound.

Peter Roberts
Property Manager