



## CHICHESTER CITY COUNCIL

### REPORT OF THE PROPERTY MANAGER

#### PROPERTY SUB-COMMITTEE MEETING – MONDAY 22nd AUGUST 2022

#### COUNCIL HOUSE

- a) **Boiler Replacement** – four contractors were invited to tender against the specification and tender documents prepared by our M&E consultant (see **APPENDIX A**). Only one tender has been received; from Saunders Specialised Services who currently maintain our HVAC equipment. They would have been first choice based on their prior record of excellent and knowledgeable service.  
Their quote (see **APPENDIX A1**) to supply two boilers and associated pump sets and valves, a thermal buffer and all necessary control panels and sensors etc, is £43,966.70. This system will provide more efficient and controllable heating and incorporates a facility to add sustainable heat sources such as solar, air source heat pumps etc in future.
- b) **Air Handling Unit /aircon** – our air handling unit for the Assembly Room failed due to control panel faults and motorised valve breakdowns. We have a series of concerts coming up so needed to restore the system to operating condition. Due to these exceptional circumstances, it was decided to instruct Saunders Specialised Services to undertake repair and alteration works to the cost of £6,511.00. The work is scheduled for 24<sup>th</sup>/25<sup>th</sup> August.
- c) **Windows** – The Property Manager and Mayor met with the Historic Buildings Officer and senior Planning Officer from CDC to discuss direction of travel in respect of reducing draughts and energy leakage from the windows and the Old Courtroom roof lantern. This was a very positive and constructive meeting. The favoured option from an energy saving and historic buildings perspective is to install good quality heritage compliant secondary glazing. This option would retain the existing sash windows and preserve the historical integrity of the Georgian façade. It was agreed that a Listed Building Consent application should be submitted on this basis for an indicative secondary glazing system and replacement roof lantern. The Property Manager has obtained quotations for refurbishment and draught-proofing of the existing sashes at the cost of £12,568.00. This involves removing excess paint to free up the sashes, fitting new pulley cords, servicing the weight and pulley systems, replacing staff and parting beads with one containing a brush pile draught-proofing strip and new ironmongery and locks in traditional brass finish. This equates to an average of £450 per window, so represents very good value. The Property Manager has also obtained quotes for installation of secondary glazing, which are coming in around the £40-60k range. A listed building consent application for an indicative specification of works will be submitted shortly.
- d) **Council Chamber** – ground stabilisation works were completed on 6<sup>th</sup> July at the cost of £15,156. The paving has now been reinstated at the further cost of £900. All invoices have been submitted to our insurer and reimbursement, less £1,000 policy excess, is pending. The work is guaranteed for 20 years. (See **APPENDIX B**)
- e) **Carpet in lift lobby and Lion Street corridor** – the new carpet tiles have been over a base of flooring grade ply, at the cost of £2,664.00. The tiles are heavy commercial grade benefitting from a 10-year warranty.
- f) **Battery Storage of solar energy** – the Property Manager has investigated the addition of two 5.8kW batteries to store excess generation from the new solar panel array. This will enable any excess electricity to be stored and used locally. The cost of the necessary batteries (several suppliers were consulted) and ancillary equipment is £5,351.95 (see **APPENDIX C**). This will be installed and commissioned by our in-house maintenance team.

## ALLOTMENTS

- a) **Update** – we currently have a total of 420 plots, all of which are tenanted. There are 140 people on the waiting list. The final overgrown and out of service plot at St James allotments has been cleared and levelled and will be brought back into circulation shortly as three starter plots.

## BUS STOPS/SHELTERS

- a) **Swanfield Drive** – CDC has now provided additional information requested by A2 Dominion in September 2021. Hopefully this will now allow matters to progress toward installation. The contractor, GW Shelters, is ready to install as and when the land is made available. This will be funded from S.106 money.
- b) **Bognor Road** - WSCC has confirmed that S.106 funding up to £15k is available to cover the cost of the shelter (£7,512.00 including installation and traffic management plus £900 for a sedum roof) and RTPI display. Once the money has been transferred the Property Manager will place an order with GW Shelters and supervise installation.

## PUBLIC REALM PROJECTS

- a) **Litten Gardens CCTV** – a CCTV system has now been installed by ASDC at the cost of £5,666.00. This has been installed principally as a deterrent for the reasons of public safety, following a significant increase in drug related activities, anti-social behaviour and vandalism. The footage is not constantly monitored but rather will be referred to in the event of an incident to provide identification of perpetrators and evidential material for any resultant prosecution. The Property Manager is in active dialogue with Sussex Police in regard to remote monitoring by the police CCTV team. Early indications suggest that this will be prohibitively expensive (approx. £6k per annum) and not entirely necessary.
- b) **East Walls footpath lighting** – members will hopefully have inspected the footpath themselves, as agreed at the previous meeting, and will be able to share their informed views as to whether additional lighting is required or not. To refresh memories, the proposal, in response to complaints from New Park Centre, is to install two 4m embellished lighting columns with decorative 'Chichester' LED lantern heads, at the cost of £5,932.60.
- c) **Portico** – the Mayor is proposing that a scheme to enclose the portico with structural glass is prepared for pre-application planning submission. The Property Manager has obtained an indicative cost of £68,000 (See **APPENDIX D**). If members were minded to support this, the Planning Advisor could be tasked with obtaining pre-application advice and liaising with councillors to carry out consultation with local community groups.

## BOARD OF TOWN CLERKS

The board has been installed to the right-hand side of the Council Chamber door, on the first-floor landing.

## SUSSEX HERITAGE AWARDS

The Murray sculpture was granted the Public & Community award by the Sussex Heritage Trust. The Deputy Mayor and Property Manager received a plaque which is presented for the purpose of displaying on the building or public artwork for which the award is given. Traditional Stone Restoration has quoted £650 to carve out a lozenge shaped recess on the south facing side of the stone plinth, into which the plaque can be inset.

## MEN'S SHED

The Chichester Men's Shed (CMS) group is currently meeting in temporary accommodation at the Chichester Boy's Club in Little London. Whilst this is a pleasant venue for a cuppa and chat, it does not provide the essential workshop space needed for the group's activities. The group has therefore requested the help of the City Council in finding a permanent and suitable home. Given the wide range of practical skills and knowledge of

CMS group members, the Property Manager suggests that there is benefit to the City Council in finding a property that suits the needs of the Property Maintenance team (storage, workshop area, vehicle yard) and part of which could be rented out to CMS. Being able to draw on the knowledge, experience and volunteer labour of the CMS members would bring many benefits to the City Council and the wider public realm.

One property that has been suggested is the former Cadet Hall in East Walls (see **APPENDIX E**). Whilst it is appreciated that to purchase such a property would be big ticket expenditure, it would also be an investment. In the case of Cadet Hall, it would help to preserve a Grade 2\* historic property in public use.

Another possibility that has been suggested is the vacant building on the old Boy's School site, fronting onto Kingsham Avenue. This is owned by WSCC but not being used.

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