



Chichester City Council

PROPERTY SUB-COMMITTEE

Minutes

Date 22 August 2022

Time 10.30am – 11.54am

Location The Council Chamber - The Council House • North Street • CHICHESTER • West Sussex • PO19 1LQ

PRESENT: Councillor Scicluna (Chairman), Councillor Plowman, Councillor Dignum, Councillor J Hughes, Councillor Quail

IN ATTENDANCE: The Mayor (Councillor Joy), Deputy Town Clerk, Property Manager, Committee and Communities Officer

16. APOLOGIES FOR ABSENCE

There were no apologies for absence.

17. DECLARATIONS OF INTEREST BY MEMBERS OF THE COMMITTEE IN MATTERS ON THE AGENDA FOR THIS MEETING

Councillors Plowman and Dignum declared an interest as Members of Chichester District Council.

Councillors Plowman and Scicluna declared an interest as Members of Chichester Conservation Area Advisory Committee.

Councillor Joy declared an interest as a Member of West Sussex County Council.

Councillors Quail and Plowman declared an interest as allotment holders.

18. MINUTES OF THE PROPERTY SUB-COMMITTEE MEETING HELD ON 23 MAY 2022

RESOLVED that the minutes of the meeting held on 23 May 2022; be approved and signed as a correct record.

19. COUNCIL HOUSE

a) Boiler replacement

The Property Manager referred to his report and advised that getting the boilers replaced was time sensitive due to the impending arrival of cold weather. He further advised that four companies were invited to tender and had agreed to submit quotes however, one quote was received back from Saunders Specialised Services for the amount of £43,966.70. The Property Manager also noted his confidence in Saunders Specialised Services.

Members raised concerns that only one tender had been received. The Property Manager understood and advised Members that the other companies had agreed to tender from the outset and that Saunders Specialised Services provided their quote on the basis of other companies also submitting tenders.

The Deputy Town Clerk suggested that the requests for the boilers replacements, windows, air conditioning and the battery storage be combined as Energy Efficiency Schemes and requested to be taken from CIL receipts.

After a short discussion the Sub-Committee asked the Deputy Town Clerk to submit a report to the Finance Committee on 13 September 2022 recommending the creation of a £200,000 allocation in the CIL Infrastructure Plan for the purpose of funding energy efficiency projects at the Council House.

Post meeting note: The Property Manager has prepared a simplified specification for the boiler replacement tender and re-tendered with a closing date of 9th September. All submissions to be considered by the Finance Committee on 13th September and a decision to be made on awarding the contract, as new boilers must be in place before the cold weather arrives.

b) Windows

The Property Manager referred to his report and meeting with the Historic Buildings Officer and Senior Planning Officer from Chichester District Council with regards to draughts and energy leakage from the windows. A quote had been obtained for the amount of £12,568.00 which equalled approximately £450 per window.

The Property Manager advised Members that windows would still be opened easily whether that be by a sliding or pushing movement.

c) Assembly Room air handling/conditioning

The Property Manager advised that this update was for information only as works were due to commence that week because of the exceptional circumstances of the existing air handling unit having failed.

f) Battery storage of solar energy

At this point the Chairman took item 54 f) on the agenda. The Property Manager summarised the information provided on his report.

Members agreed they were happy for the boiler replacement, windows, air conditioning and battery storage be combined to one package and requested from CIL funds. (As per Minute 53a)

d) Council Chamber

The Property Manager summarised his updated and referred to his report.

Councillor Plowman raised a concern about the inside of the Council House being maintained to which the Property Manager assured it was in the plans in the future but the ongoing and upcoming works were more urgent at this time.

e) Replacement carpet – lift lobby & Lion Street corridor

The Chairman noted the new carpet in the lift lobby and that it turned out very well.

20. ALLOTMENTS

- a) The Property Manager summarised his update detailed on the report.

Members commented on the excess use of water by some allotment holders on their plots during this difficult time with the cost of living. It was noted that allotment holders are required to be mindful with water usage. The Property Manager advised that unattended hosepipes and sprinklers are not authorised on allotment sites and this had been conveyed as a reminder over the years. He also advised that the City Council reserved the right to introduce a water charge which would be reviewed in the coming year.

21. BUS STOPS/SHELTERS

- a) **Swanfield Drive**

The Property Manager advised that this matter had moved along since the last update as Chichester District Council had provided the information previously requested by A2 Dominion, however it was ongoing.

- b) **Bognor Road**

The Property Manager advised that monies for this bus shelter were in the process of being transferred and he would place the order and supervise installation once in the position to do so.

Members were advised that RTPI stood for 'Real Time Passenger Information'.

Members discussed the benefits and disadvantages of sedum roofs and agreed to not proceed with the sedum roof.

22. PUBLIC REALM PROJECTS

- a) **Litten Gardens CCTV**

The Property Manager advised all nine cameras had been installed in Litten Gardens and 24/7 remote monitoring had been discussed with Sussex Police. The cost of this would be £6,000 per annum which was not deemed necessary at this time as camera footage could be accessed for evidence reasons if needs be.

Members agreed they were happy for these cameras to not be actively monitored.

- b) **East Walls footpath lighting**

The Chairman passed around copies of a rough sketch she had produced and advised Members that it was not to scale although clearly marked each light which was in the area.

After a brief discussion Members decided that there were other choices of paths to walk down if someone did not wish to walk that particular way if it was dark and the City Council would not be proceeding further with the matter.

- c) **Portico**

The Chairman reminded Members that the reason for wanting to enclose the Portico with glass was to provide further insulation for the Council House.

Members agreed that enclosing the Portico was necessary for energy efficiency and should be carried out in stages and that outside bodies should be provided with information as to why taking this course of action was necessary.

23. BOARD OF TOWN CLERKS

It was noted that the new Board of Town Clerks was situated on the wall outside the Council Chamber and how well it had turned out.

24. SUSSEX HERITAGE AWARD – MURRAY SCULPTURE AWARD PLAQUE

The Chairman (Councillor Scicluna) and the Deputy Mayor (Councillor Plowman) declared interests in the Murray Club.

The Chairman suggested that ownership needed to be confirmed before a plaque was attached to the statue.

It was agreed that it be added to the next agenda and recommended that the City Council take on ownership of the no cost item and from there, could deal with the attachment of the plaque.

25. MEN'S SHED

The Chairman suggested that this item might be better discussed at a Community Affairs Committee.

The Deputy Town Clerk advised that City Council has given £5,000 already to the Men's Shed in Graylingwell.

The Deputy Mayor declared an interest at this point in the Rotary Club and also advocated the great work that the Men's Shed do.

After a brief discussion, Members decided it was an enormous project and the City Council could help in the search for a suitable building but were not in the position to source the building.

26. ITEMS TO BE INCLUDED ON THE NEXT AGENDA

- Provision for the Maintenance Team
- The City Council to consider taking on ownership of The Murray Statue

27. DATE OF NEXT ORDINARY MEETING

DATE OF NEXT ORDINARY MEETING: 7 NOVEMBER 2022 AT 10.30AM

The meeting closed at 11.54am