



CHICHESTER CITY COUNCIL

REPORT OF THE PROPERTY MANAGER

PROPERTY SUB-COMMITTEE MEETING – THURSDAY 23rd FEBRUARY 2023

COUNCIL HOUSE

- a) **Mayors Car Park** – We have now obtained three quotations for the proposed improvement works to the Mayors Car Park which are as follows. £5375-00, £5760-00 and £9165-00. All of these figures are exclusive of VAT. Having given consideration to these quotations based on their individual merits, I advise that we engage the contractor who has quoted at £5760-00. This is a contractor who we have used in the past and as such have a degree of familiarity with.
- b) **Redecoration Works** - We are considering the redecoration of the main reception area and adjacent staircase. The landing area would also fall under these works. Certain areas of the décor in these areas are starting to look shabby and careworn. If we elect to go ahead with this project, the process would involve the procurement of three quotations and the subsequent appointment of a reputable decorating contractor. It may well be that these works are tied in with the redecoration of the Council Chamber.
- c) **Crush Bar Ceiling** - Many of the ceiling tiles in this area are damaged, stained and as such unsightly. Several individuals have approached us and pointed out that this really does not create the right impression to our hirers. This area could be easily smarted up by way of the installation of new tiles or a new flat ceiling. It is most certainly something that we can put out to tender.
- d) **Assembly Room Lighting** - The control unit for the Assembly Room lighting has become largely defective. We now have only very limited control over these lights and it is becoming difficult to accommodate all of the various lighting scenes which are required by our hirers. As such, we have put the replacement of the controller out to tender. To date we have received two quotations for these works as follows. £6431-25 and £7471-00. These prices are both subject to VAT. It is proposed that these works would be funded from The Council House Reserve.
- e) **Battery Storage of solar energy** – To date, none of the Electrical Contractors who I have invited to tender for these works have been forthcoming with quotations. I have recently approached Save Money Cut Carbon regarding this project and they have recommended a feasibility study which is ongoing. At present, it is not looking like we have sufficient over generation to warrant the installation of a battery bank. If however the works are deemed beneficial, they will be funded from monies allocated to the New Energy Efficiency Scheme.
- f) **Electrical Installation Condition Report** - The EICR pertaining to our place of office has now elapsed. As such we need to take action to get a new one in place. To this end we have obtained three quotations for these works. To date these are £1136-00, £2840-00 and £3123-75, all exclusive of VAT. The first figure relates to a 20% partial test and the latter two figures pertain to full Testing and Inspection of the electrical installation in its entirety. These works would be funded from The Council House Reserve.
- g) **Council Chamber Décor** - We are giving consideration to carrying out repair and decoration works to the fabric of the Council Chamber. There are numerous cracks in the ceiling which have occurred over time due to building subsidence and excessive fluctuations in temperature. The subsidence issue has been resolved by way of chemical resin underpinning and the new heating system has been designed in a manner whereby a narrower and more constant temperature range will be maintained. As such, the likelihood of further cracking occurring has been greatly reduced. These works would be funded from The Council House Reserve.
- h) **Council Chamber Chandelier** - The chandelier has been repaired in the past having suffered bomb damage during the war. These repairs could be improved upon and we

propose to investigate the possibility of having the chandelier fully refurbished by specialists. We also propose to furnish the chandelier with higher powered LED lamps in order to increase the lighting levels in the Council Chamber. We will endeavour to obtain three quotations as per standard procedure, but I am unsure how many organisations are out there who undertake these sorts of works. This would be funded from The Council House Reserve.

- i) **Copper Roof** - The drain gulley serving the copper roof to the rear of our building has started to leak at the expansion joints. We have had the valley inspected by NJS Roofing who have effected temporary repairs in order to prevent water ingress. We have instructed them to carry out localised more permanent repairs at a cost of £672-95+VAT. We have considered the option of lining the whole valley at a cost of £2215-00+ VAT but in my professional opinion, I do not at this stage consider the works necessary or justifiable in terms of expenditure.
- j) **Façade Lighting**- We have received a request from Chichester BID to light up our buildings, namely The Council House and The Market Cross, In Pride Colours, or an approximation thereof, on 27th May and to continue the scheme throughout the Month of June. We have also received a request to fly a Pride Flag on our flagpole on the day and throughout June. BID have offered to supply a flag but I recommend that we obtain our own in order to ensure quality and that it is compatible with our flagpole fixing system.
- k) **Chichester Conservation Area Advisory Committee** - We would like to look into the possibility of making one of our function rooms available from time to time in order to facilitate CCAAC meetings. Ideally this would be free of charge as the organisation is currently unfunded. These meetings would vary in number with no more than twenty attendees expected at any one time. It is proposed that these meetings would be on a monthly basis and take place during normal working hours.

(Report from Councillor Scicluna also included with the agenda for this meeting).

- l) **CCTV** - We are giving consideration to the upgrade of the CCTV cameras in the Council House. There are far more versatile systems available now which afford better definition, ease of remote accessibility and more recording capacity. The CCTV is doubtless an important security feature and therefore we are looking at options to upgrade the cameras, cabling and associated recording equipment. We would like the new system to be in alignment with the system which has recently been installed in Litten Gardens. In effect the two systems would merge to become one of the same, thereby operating in conjunction with each other. All of the cameras would be accessible any time day or night via a single application. If this proposal is met favourably, we will obtain some quotations for our consideration.

ALLOTMENTS

- a) **Update** – We now have a total of 443 allotment plots. This figure is fluid to a degree owing to the fact that older larger plots are often split up and smaller plots are sometimes merged dependent on tenants requests and requirements. Several boundary fence repairs are required here and there and as such we will be seeking quotations in due course. We are currently running at 100% occupation on all of our sites. It is our intention to promote rainwater harvesting and conservation of water in this years allotment newsletter owing to escalating water supply costs. We have sold our water bowser for the sum of £1500-00 and will now be using an onboard water tank of the same capacity. We are putting these funds towards the purchase of a new industrial rotavator which is priced at £2910-00+VAT. We will also be trading in our old rotavator for the sum of £400-00 which will also help to fund the new machine.
- b) **Water leak** - We have discovered an underground water leak at our Kingsham Road allotment site which will need to be fixed prior to turning the water on for the summer. The most likely cause is the deterioration of the underground pipework which may well need to be replaced in its entirety. Thus far we have received quotes of £4690-00 and £5613-74. I am currently awaiting a third quotation. These quotations are subject to VAT. There is also the option of The Property Maintenance Department carrying out these works in house which may well represent a significant cost saving. These works would be funded from our allotment budget.

- c) **Electric Ride On Mower**- I have received a request for an electrically propelled ride on mower from our Property Maintenance Officer. He has stated that this would greatly reduce the amount of time spent maintaining our larger green areas such as St Pauls Church and Litten Gardens. This would doubtless afford him considerably more time to concentrate on other aspects of our comprehensive and ongoing maintenance programme. He is also confident that this would alleviate the requirement to employ another full time member of maintenance staff to fill the Acting Property Managers old role. The Property Maintenance Officer has, however, also stated that from time to time there will be occasion when he may require assistance with certain tasks, particularly the run up to Remembrance Sunday. He has suggested that this could be drawn from our existing reserve of Part Time Custodians. Preliminary research has shown that a suitable machine complete with batteries and charging apparatus could be obtained for £8827-00 inclusive of VAT. It is hoped that this could be funded from CIL monies.

BUS STOPS/SHELTERS

- a) **Swanfield Drive** – At long last this project will soon be coming to fruition. In essence, all that is required now is to finalise the transfer of the land into City Council Ownership. We are given to understand that upon completion of this, it will be possible to raise an order and issue an instruction for the installation of the bus shelter. These works are to be funded from S106 monies.
- b) **Bognor Road** - The S106 funding has been released and all of the necessary procedures have now been completed. Local residents have been duly notified and there is a final opportunity for the residents to express any opinions or concerns regarding this matter at the meeting of the Full Council on 22 February 2023. Subsequent to this, an instruction will be issued to GW Shelters Ltd to effect the installation of the bus shelter.
- c) **Broyle Road** - Unfortunately the bus shelter adjacent to the entrance to Roussillon Park has been subject to vandalism. The large central pane of glass in the rear elevation has been smashed. The matter has been reported to the Local Police, particularly given that an air weapon may have been involved. We have made arrangements to have the glass replaced by GW Shelters at a cost of £265-28+VAT.

PUBLIC REALM PROJECTS

- a) **Murray sculpture** – The transfer of ownership has now been effected. As such, we have now issued an instruction to our stonemasonry contractor who will soon be confirming a date when they will be installing the Sussex Heritage plaque into the plinth. These works will cost £650-00+VAT (**Finance Committee, 21st November 2022, minute 84a refers**) Sadly the plinth has recently been subject to a small amount of graffiti on the West elevation by way of marker pen. An attempt to remove this has been made and it has indeed faded. It is hoped that when the plinth is pressure washed, the remaining trace will disappear. It is proposed to clean the plinth when the Sussex Heritage plaque is installed in order that the whole sculpture is displayed to full effect.
- b) **Cycle racks** - As ever the cycle racks are an ongoing issue. Several units have latterly been repaired and/or replaced. As mentioned in the last report, it is our intention to initiate a phased replacement with multiple units which will greatly enhance security. It is our intention to conduct a survey to establish which of the facilities are used the most with a view to determining the best place to start. We also feel that it is of the utmost importance to make a start in a few high profile areas so as to ensure that we are seen to be actively doing something about the situation. Hopefully this will ultimately lead to a reduction in the number of complaints received here at our offices and by our members of staff who are out in the field.
- c) **Speed Indicator Devices** - We have now installed four new mounting posts for the speed indicator device. Two have been fitted in Broyle Road and two have been fitted in St. Pauls Road. The Speed Indicator Device is currently in service on the Southbound carriageway of Broyle Road. We have received a request for further mounting posts in locations inclusive of Bognor Road, Stockbridge Road, Whyke Road and Westgate. Consideration will need to be given as regards funding for this project and where it will be sourced from.
- d) **Parish Boundary signs** - All nine of our Parish Boundary signs have been replaced with refreshed versions which reflect our recent twinning with Speyer and our association with Valletta. These works were effected at a cost of £1457-55 for the replacement signs. The

signage was installed by our Property Maintenance Department. It has been suggested that there should be an additional Parish Boundary sign at the A27 end of Terminus Road. We do have a spare sign which could be updated as per the others. We would require a couple of mounting posts and the works could be effected in house.

- e) **Railway Station waiting rooms** - We have now purchased sixteen aluminium frames complete with perspex fronts. Having obtained two quotations and conducted comprehensive online research, we are confident that we have obtained them in the most economically effective manner. It is proposed that the frames will be furnished with prints of photographs taken by local photographer Benjamin Graham. The framed prints are to be installed in the waiting rooms of Chichester Railway Station.
- f) **Cathedral beds** - We are proposing the complete renovation of the Cathedral Beds. There is plenty of scope for improvement in this area regarding their appearance. We are of the opinion that the soil needs conditioning/replacing and that many of the plants are now past their best. It is our intention to seek professional horticultural advice regarding appropriate floral displays and to subsequently contract the works out. These beds are integral part of the curtilage of our biggest asset, The Cathedral, and many of you will remember how stunning these beds have looked in times past. These works would be funded from CIL.
- g) **City Centre Task Force** - Further to the multi agency meeting held in The Council Chamber on 19th January, there has been significant progress as regards allocation of tasks. Numerous organisations have expressed an interest in offering assistance on a voluntary basis. A map has been drawn up which clearly shows which areas need to be addressed and by whom. The initiative has been well publicised in The Chichester Observer and hopefully the works will continue apace.

MARKET CROSS

- a) Unfortunately The Market Cross has recently been subjected to vandalism and theft. The circular stone seating and some the buttresses have been adorned with a small amount of non offensive graffiti. I have made the necessary arrangements with a local contractor for this to be removed. Unfortunately, two of the high level decorative pennants have gone missing. I have inspected the remaining pennants and can confirm that they are securely bolted to their respective finials. Whilst we cannot be certain, it is very much our suspicion that unauthorised access has been made to the roof by person or persons intent on theft. As such, we are now looking to obtain replacement pennants and are hoping to determine a more secure means of fixing.

Stephen Hawkins
Property Manager