



Chichester City Council

PROPERTY SUB-COMMITTEE

Minutes

Date 24 January 2024
Time 2.30pm – 4.38pm
Location The Council Chamber, The Council House, North Street, Chichester. PO19 1LQ
PRESENT: Councillors Miall (Chairman), Butler, C Gershater, McHale, Quail, Scicluna and Squire
ALSO IN ATTENDANCE: Town Clerk, Deputy Town Clerk, Council Services and Support Manager, Property Maintenance Manager

22. APOLOGIES FOR ABSENCE

No apologies were received.

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

No declarations were made.

24. MINUTES OF THE PROPERTY SUB-COMMITTEE MEETING HELD ON 2 NOVEMBER 2023

RESOLVED that the minutes of the Property Sub-Committee meeting held on 2 November 2023 be approved and signed as a correct record.

At this point, the Chairman introduced the City Council's new Property Maintenance Manager (PMM), Mr Andrew Watson, and asked him to give Members a summary of his background and knowledge.

Mr Watson summarised his experience to date and what he had been doing in the first few months of his time at the City Council.

The Sub-Committee welcomed Mr Watson and wished him well for his future at the City Council.

In addition, the PMM advised that a member of his team was currently serving on jury duty which was having a knock on effect with proceeding with projects within his area.

25. UPDATES ON ACTIONS FROM THE PREVIOUS MEETING

- a) **Council Chamber redecoration works and carpet replacement (minute 18(i)c refers).**

Members noted the update given in the Property Report and also the comments from the PMM that other work that would be discussed later had taken priority over the redecoration works.

b) **Solar power array and battery storage (minute 18(i)d refers)**

Members noted the update given in the Property Report that had been circulated with the agenda.

c) **Roof top security (minute 18(i)e refers)**

The Sub-Committee noted the update that had been given in the Property Report and were advised that the anti-climb paint would be put in place once planned works involving the roof of the Council House had been completed.

d) **Old Courtroom roof light replacement (minute 18(i)f refers)**

Members noted the update that been given in the Property Report.

With the aid of example photographs, the PMM outlined his recommended proposal that had been submitted by one of the contractors.

He explained that, rather than a like for like replacement of the rooflight, he recommended that the original roofline be reinstated with rooflights to the north and south sides starting approximately two slate lines below the ridge. Members were advised that this would be more in keeping with the original roof and would help reduce water ingress issues while improving thermal retention.

They were also advised that the south side rooflight would be able to be opened electronically if additional ventilation was required.

It was RECOMMENDED to the Finance Committee on 6 February 2024 that an order be placed with Stella Rooflight for the replacement of the Old Courtroom rooflight in the amount of £25,960 plus VAT to be paid from the Energy Efficiency allocation within the City Council's CIL funds.

e) **Paintings/creation of a retention and suitability policy for City Council paintings and artefacts (minute 18(i)i refers)**

i) Members noted that the Town Clerk would present a draft retention policy to the next meeting.

ii) The Sub-Committee discussed the Picture Hanging/Conservation Working Group report that had been included with the agenda.

It was AGREED to defer any decisions based on the Working Group's report to a Special Meeting of the Property Sub-Committee, to include a tour of the building, so that the members of the Sub-Committee could better understand the proposals and the practicalities of the suggested changes.

f) **Secondary glazing (minute 18(i)j refers)**

Members were advised that the PMM had been seeking quotes from three suppliers for the provision of secondary glazing in the Council House.

The PMM outlined his preferred solution and explained that the design had a very slimline design that would sit within the sash frames and would be unobtrusive.

He also explained that the units would use K Glass for its thermal properties as well as for its anti-glare coating which would minimise the chances of the new glazing being seen from the street.

Members were informed that the project would be phased and that the interior frames of all the windows would need to be refurbished prior to the glazing being installed and that some windows would need their sash mechanisms repaired.

It was RECOMMENDED to the Finance Committee on 6 February 2024 that an order be placed with Storm Glazing (option 2 – K Glass) for the installation of secondary glazing in the Council House in the amount of £38,465 to be paid from the Energy Efficiency allocation within the City Council's CIL funds.

g) **Murray-Nelson sculpture (minute 18(v)a refers)**

Members noted the update.

h) **Cathedral beds and neighbouring areas (minute 18(v)g refers)**

Members were informed that the proposed inclusion of the Cathedral beds in a West Sussex County Council social value project had been delayed so the decision had been taken, further to a previous Sub-Committee discussion (see minute referenced above), to take the work in house.

Members were further informed that two of the beds had been included within the ongoing tender process for the hanging baskets and street level planters (to include watering) and that the remaining four beds would be refurbished and maintained in house.

AGREED that this approach was a positive way forward.

i) **Mayor's Parlour facilities refurbishment (minute 19(i)a refers).**

Members noted the update.

j) **Installation of a flag pole and hanging baskets on the front of the Council House (minute 19(i)c refers)**

The PMM reminded Members about the proposal and summarised the next steps.

k) **Assembly Room projector screen (minute 19(i)d refers)**

Members were advised that the screen had arrived and that, as the Property Team had now passed their working at height qualifications, the installation would proceed as soon as possible.

l) **Mayor's car park (minute 19(i)f refers)**

The PMM explained the reasons for the proposed works and estimated costs of completing the project in house.

Further to requests from the Sub-Committee, he agreed to investigate alternative uses for the gravel that was being removed.

RECOMMENDED to the Finance Committee on 6 February 2024 that the car park project proceed as described at a cost of £2,081.70 ex VAT to be paid from the Council House Reserve.

The Sub-Committee also asked the Clerk to investigate how quality assurance could be delivered for future projects to avoid such incidents happening again.

- m) **Introduction of automatic timers to control the water heaters (minute 19(i)h refers).**

The update was noted.

- n) **Interpretation boards in Litten Gardens (minute 19(ii)c) refers.**

The update was noted.

- o) **Memorial plaques in Litten Gardens (minute 19(ii)d refers).**

The update was noted.

Members also asked that the condition of the plaques installed by, or on behalf of, the City Council in Jubilee Gardens be investigated and any issues rectified.

- p) **Removal of the damaged external corner wall at Litten Gardens on the junction of New Park Road and St Pancras (minute 19(ii)e refers).**

The update was noted.

- q) **Removal/replanting of dead/dying trees in Litten Gardens (minute 19(ii)f refers).**

The update was noted.

- r) **Repairs to allotment fencelines (minute 19(iii)b refers)**

The update was noted.

- s) **Blackberry Lane vehicle access issues (minute 19(iii)c refers)**

Members were advised that a response was being awaited from Chichester District Council and West Sussex County Council about possible solutions to the inconsiderate parking in Blackberry Lane.

26. **ADDITIONAL UPDATES**

- a) **Artefacts and records (minute 18(i)a refers).**

Members noted that there was no update at this time.

- b) **CCTV upgrade (minute 18(i)e refers)**

The PMM advised that negotiations were ongoing with the supplier of the new system regarding its fitness for purpose and that proposals for upgrading the external cameras were being awaited.

- c) **Portico enclosure**

Members discussed the matter and it was AGREED that the feasibility work should be broadened to include consideration of the foyer and wider front of house area.

The Sub-Committee RESOLVED that a Working Group of no more than five members be formed to look at the portico and front of house areas and how it could be enhanced. Further RESOLVED that the Clerk should send out an invitation to join the Working Group to all Councillors so they could express an interest in joining.

Members were reminded that others could be co-opted on to the Working Group if it was felt that additional expertise or knowledge was required.

d) **Allotment water supply (minute 18(iii)b refers)**

The PMM explained how the water would be turned on at the allotment sites in early spring and the meters monitored for leaks. He reminded Members that the Property Team planned to commence replacement of the pipes at all sites, starting with Roman Amphitheatre, during winter 2024/2025.

The Sub-Committee was reassured that the new pipes project would also look at the number and distribution of taps to ensure they were suitable located.

NOTE: The list numbers missed (e) in the Property Report. Agenda list numbers reflect the Property Report.

f) **Bus shelter RTPI displays (minute 18(iv)b refers)**

Members noted the update.

g) **Cycle racks (minute 18(v)b refers)**

The PMM explained that he was in discussions with local fabricators to get prices for reusing the existing cycle rack hoops and welding them to new cross bars.

Members were informed that one quote had been received so far but that this would not be economically viable. The PMM explained he hoped to update the Sub-Committee at the next meeting.

h) **Speed Indicator Devices (SIDs) (minute 18(v)c refers)**

The Clerk summarised the request that had been received from the Whyke Residents Association and Speedwatch Whyke for additional SID posts in Whyke Road and Kingsham Avenue.

She explained that she was awaiting more details from them about suggested locations before approaching West Sussex County Highways who would need to assess any proposed location before the licence application process could commence.

Members were advised that updates would be provided when available.

i) **Brewery Field (minute 18(v)e refers)**

Members were informed that the seed had been ordered and that initial preparation works had started ahead of the replanting commencing on 19 February 2024.

The Chairman and Councillor McHale noted the lack of clear signing for potential visitors to Brewery Field.

The Council Services and Support Manager was asked to investigate options for improving the signing for the pedestrian access to Brewery Field.

j) **Property Office furniture (minute 19(i)b refers)**

The update was noted.

k) **Air conditioning system (minute 19(i)l refers)**

The PMM explained that he had requested three quotes for the replacement of the Assembly Room air conditioning unit but that only one contractor had been forthcoming.

Members noted the report and it was RECOMMENDED to the Finance Committee meeting on 6 February 2024 that an order be placed with Saunders Specialist Services in the amount of £21,468.18 exc VAT to be paid from the Energy Efficiency allocation from the City Council's CIL funds.

l) **Litten Gardens War Memorial – correction of misspelled name (minute 19(ii)a refers)**

Members noted that a date for the work was being awaited from the stone mason.

m) **Litten Gardens footpath surface replacement (minute 19(ii)b refers)**

The PMM explained the background to the project and advised that he was seeking quotes for the replacement of the surfaces of the footpaths and other gravelled areas in Litten Gardens.

He also explained the reasons the project had been started and the problems being experienced with the surface that had been laid fairly recently.

Members were informed that indicative costs for the installation of a resin bonded surface and stone edging was £30,000.

Further updates to be brought to a future meeting.

n) **St Pauls allotments – northern tree line reduction/removal (minute 19(iii)d refers)**

The update was noted.

o) **Madge Turner maquette (minute 19(iv)b refers)**

The update was noted.

The Sub-Committee AGREED with a proposal from the Chairman to defer some of the items in the rest of the report to allow proper scrutiny at future meetings.

27. **NEW PROJECTS AND PROPOSALS**

a) **Foyer improvements**

Deferred to a future meeting to take in to account the Special Meeting being called to address the report from the Picture Hanging/Conservation Working Group.

b) **Assembly Room lighting controls replacement**

The Sub-Committee noted the PMM's estimated cost for the project of £12,000 and AGREED to defer the matter to a future meeting so that firmer proposals could be presented.

c) **Gents toilets cistern filler timers**

Following an explanation of the project by the PMM, RECOMMENDED to the Finance Committee on 6 February 2024 to proceed with the project as outlined at a cost of £630.42 exc VAT, paid from the Council House Reserve with the work being completed in house.

d) **Damp issues in the Council House**

Deferred to a future meeting of the Sub-Committee.

e) **Roof leaks in the Council House**

Deferred to a future meeting of the Sub-Committee.

f) **Rear yard gate replacement**

The PMM explained that the current rear gate did not meet current fire safety regulations.

He explained his proposal for the design of the gate and advised that he was awaiting Listed Building Consent for the replacement.

RECOMMENDED to the Finance Committee that the project should proceed urgently due to the safety and fire regulations compliance nature of the works.

g) **Roof void insulation – Assembly Room anteroom, main staircase, flat and Council Chamber**

Deferred to a future meeting of the Sub-Committee.

h) **Council House heating and ventilation**

i) *Replacement of faulty thermostatic radiator valves at the Council House*

Members were informed of 20 faulty thermostatic radiator valves (TRVs) around the building which meant that the heating system could not be properly balanced, creating hot and cold spots.

ii) *Repairs to the back-office heating and ventilation system*

The PMM advised that the back-office heating and ventilation system had been left in a dismantled state prior to his arrival in post which created difficulties for the provision of heat and fresh air to the back office.

RECOMMENDED to the Finance Committee on 6 February 2024 that the TRVs be replaced and the back-office heating and ventilation system be reinstated at a cost of £3,756.40 exc. VAT to be paid from the Council House Reserve.

i) **St James allotment site – stabilisation of entrance track**

The PMM explained the issue with the sides of the track collapsing which was a hazard for vehicles entering the site.

RECOMMENDED to the Finance Committee on 6 February 2024 that the stabilisation works be undertaken in house at a cost in materials of £676.71 exc. VAT payable from the Allotments budget.

j) **Allotments – retesting of plots previously designated as contaminated**

Deferred to a future meeting of the Sub-Committee.

NOTE: The list numbers missed (k) in the Property Report. Agenda list numbers reflect the Property Report.

l) **Market Cross – replacement of stolen penants**

Deferred to a future meeting of the Sub-Committee.

m) **Market Cross – review of security**

Deferred to a future meeting of the Sub-Committee.

n) **City Council vehicles**

Deferred to a future meeting of the Sub-Committee.

28. **ALLOTMENTS UPDATE**

Members noted the update that had been included in the Property Report.

The Sub-Committee had a short discussion about the possibility of purchasing additional land for the provision of allotments.

29. **ARTEFACTS ON LOAN FROM THE NOVIUM MUSEUM**

After a short discussion, Members AGREED to refer the matter to the Picture Hanging/Conservation Working Group to include in their proposals to the Sub-Committee.

30. **ITEMS FOR INCLUSION ON THE NEXT AGENDA**

All items deferred during the meeting.

31. **DATE OF NEXT ORDINARY MEETING**

Members discussed the need for the Sub-Committee to scrutinise some complex matters before being able to make recommendations for actions.

It was AGREED that the Sub-Committee would meet monthly for the foreseeable future so that all the outstanding matters could be discussed and resolved.

Further AGREED that the next meetings would be held as follows:

- 21 February 2024 - 2.30pm – Special Meeting to discuss the proposals from the Picture Hanging/Conservation Working Group
- 20 March 2024 – 3.30pm
- 17 April 2024 – 3.30pm

The meeting closed at 4.28pm

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Agreed action	Assigned for action to
25(e)i	Drafting of a retention and suitability policy for City Council paintings and artefacts	Town Clerk
25(l)	Investigate how quality assurance could be delivered for future projects	Town Clerk
25(o)	Investigate City Council related plaques in Jubilee Gardens and refurbish as necessary	Property Maintenance Manager
26(c)	Invite Councillors to express interest in joining the Portico Enclosure Working Group	Town Clerk
26(g)	Update on proposals for refurbishment/replacement of the city centre bike rack	Property Maintenance Manager
26(h)	Identify potential sites for SID posts in Whyke Road and Kingsham Avenue	Town Clerk/Council Services Support Manager
26(i)	Investigate possibility of adding pedestrian signage to Brewery Field	Council Services Support Manager
26(m)	Present proposals and costs for replacement of footpath and gravelled surfaces in Litten Gardens	Property Maintenance Manager
27(b)	Present proposals and costs for the replacement/upgrade of the Assembly Room lighting system	Property Maintenance Manager