



Chichester City Council

PROPERTY REPORT

24 January 2024

1. UPDATES ON ACTIONS FROM THE PREVIOUS MEETING

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

Work is ongoing to develop and cost a project plan for the necessary works.

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

The debris has been removed from under the solar panels and the guard nets will be installed shortly to prevent accumulation of potentially flammable rubbish in the future.

Further to the resolution at Full Council on 20 December 2023 (minute 67(c)iii refers), the Property Maintenance Manager is working on the necessary Planning and Listed Building consents for the expansion of the solar panel arrays on the Council House. Quotes will be revisited once the consent has been received.

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

Plastic anti-climb spikes have been installed and a CCTV camera with associated signage have been added on the roof top.

Anti-climb paint will be added once project works on the roof (e.g. solar panels and Old Courtroom rooflight) have been completed as the paint would need to be applied on the access route to the roof.

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

Further to the resolution at Full Council on 20 December 2023 (minute 67(c)iv refers), the Property Maintenance Manager is obtaining the necessary number of quotes and will make a recommendation to the Finance Committee in due course.

Property Maintenance Manager to report (*report attached*)

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

i) To note that the Town Clerk is working on the creation of a suitable policy.

ii) To discuss the proposals from the Picture Hanging/Conservation Working Group (*proposals attached*).

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

Property Maintenance Manager to report (*report attached*).

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

The Town Clerk has written to the sculptor to advise that the City Council will not be proceeding with the bronzing of the swords.

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

Discussions are ongoing with West Sussex County Council about the cathedral beds being made a social value project.

Separately, as part of the regular contract review, a tender document for the hanging baskets and street level planters has been issued (closing date 31 January 2024) with a contingency for two of the cathedral beds to be included in that contract if necessary.

Deputy Town Clerk to report.

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

This has been costed and scheduled for February 2024.

Property Maintenance Manager to report.

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

The Property Maintenance Manager has scheduled the necessary work to compile and submit the necessary Planning and Listed Building consents.

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

The order for the screen has been placed at a total cost of £2,276.41+VAT. The installation will be scheduled once the unit has arrived and a suitable time for use of the Assembly Room has been identified.

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

Property Maintenance Manager to report (*report attached*).

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

An order has been placed to the value of £375+VAT and installation will be scheduled shortly.

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

The badly damaged interpretation board (referring to the War Memorial) has been replaced in house and repairs made to the other boards in Litten Gardens.

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

The cast metal plaques have been completely refurbished and remounted.

The damaged engraved plaques have had their back boards refurbished and the Property Maintenance Manager is currently awaiting quotes for replacement of the plaques with more durable versions.

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).

This will be carried out in house and scheduled shortly when resource is available.

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

We are currently awaiting a response from the Royal Naval Association (RNA) about what they wish to do about their memorial tree. They have indicated that they will provide a replacement tree.

The diseased fruit tree will be removed and the bed left clear for any future memorial tree planting that may be requested.

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

This work is ongoing and is being completed in house.

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

The Property Maintenance Manager is in contact with West Sussex County and Chichester District Councils regarding what may be possible to enforce a no parking zone at the entrance to Blackberry Lane allotments.

2. ADDITIONAL UPDATES

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

No update at this time.

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

The initial works on the CCTV system have been completed and the Property Maintenance Manager is working through concerns about the functioning and functionality of the new system with the contractor.

c) Portico enclosure

Further to the resolution at Full Council on 20 December 2023 (minute 67(c)ii refers), to discuss the formation of a Portico Working Group to progress the creation of a feasibility study and business case for the enclosure of the portico.

Council further resolved that the budget for the feasibility study should be no more than £20,000.

Officers recommend that a Working Group be formed with the purpose of putting together a business case and statement of requirement for the feasibility study which could then be put out to tender for interested parties to quote against.

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

The allotment water supplies are due to be switched back on towards the end of March. Once on again, the supply will be monitored for leaks with repairs being undertaken as necessary.

As agreed at the 2 November 2023 meeting, a rolling programme of pipework replacement will commence during winter 2024-2025 with Roman Amphitheatre being the first site to be worked on.

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

The remaining Section 106 funds have now been received from West Sussex County Council.

The displays have been ordered for the Bognor Road and Swanfield Drive bush shelters and will be installed shortly.

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

Property Maintenance Manager to give a verbal update.

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

The SID continues to be rotated at the four City Council locations around the city with summary data being sent to Councillors after every move.

Members are asked to consider installation of additional SID post sockets in Whyke Road further to a request from a member of the public.

Town Clerk to report.

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

- Rewilding of the field area – Property Maintenance Manager to give a verbal update
- Planting of a Miyawaki style hedge along the boundary with the school playing field using Chichester District Council grant funding.



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

To note that desk has been sold and the remaining furniture that has been approved for sale transferred to Strides Auctioneers for the next auction.

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

Property Maintenance Manager to report (*report attached*)

Chosen solution to be recommended to the Finance Committee.

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

Property Maintenance Manager to give a verbal update

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

The Property Maintenance Manager is in the process of obtaining quotes for this work with the results to be presented at a future meeting of the Sub-Committee.

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

To note that the work has been approved and an order placed.

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

To note that the invoice has been received from the sculptor in the sum of £1,000 (no VAT) and payment is being arranged as agreed.

3. NEW PROJECTS AND PROPOSALS

a) Foyer improvements

Property Maintenance Manager to report (*report attached*)

b) Assembly Room lighting controls replacement

Property Maintenance Manager to give a verbal report

c) Gents toilets cistern filler timers

Property Maintenance Manager to report (*report attached*)

d) Damp issues in the Council House

Property Maintenance Manager to give a verbal report

e) Roof leaks in the Council House

Property Maintenance Manager to give a verbal report

f) Rear yard gate replacement

Property Maintenance Manager to give a verbal report

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

Property Maintenance Manager to give a verbal report

h) Council House heating and ventilation

- Replacement of faulty thermostatic radiator valves at the Council House
- Repairs to the back office heating and ventilation system

Property Maintenance Manager to report (*report attached*)

i) St James allotment site – stabilisation of entrance track

Property Maintenance Manager to report (*report attached*)

j) Allotments – retesting of plots previously designated as contaminated

Property Maintenance Manager to give a verbal update.

l) Market Cross – replacement of stolen penants

Property Maintenance Manager to give a verbal report.

m) Market Cross – review of security

Property Maintenance Manager to give a verbal report.

n) City Council vehicles

Property Maintenance Manager to give a verbal report.

4. ALLOTMENTS UPDATE

There are currently 452 plots with only two vacant at the time of writing with a total of 156 people on the waiting list. The Blackberry Lane and Florence Road sites have the longest lists with Blackberry Lane having 47 people waiting against 49 plots and Florence Road having 45 people waiting on 18 plots.

Total allotment rent received for 2023-2024 is £21,623.41 and the City Council is holding £3,350 in deposits against plots being left in poor condition on surrender.

The Allotments and Maintenance Officer will be implementing a change to the numbering of plots on all the sites as, over the years, the numbering sequences have become confused as plots have been split and merged. This will be put in place when the annual rent invoices are sent out for 2024-2025 and a record kept of the old and new plot numbers for future reference.