



## Chichester City Council

### **Project: OCR Rooflight - 01 2024**

#### Requirement:

The Old Court Room current Rooflight is single glazed with no insulation properties with fan units installed to extract air which are noisy and not very efficient. This is the only natural light source for the room.

It is proposed to replace the rooflight with a double-glazed unit that will meet the criteria of the CDC Conservation Officer.

This work is quite specialist and is difficult to source companies for this work. We have been able to source two companies, who are able to provide such solutions.

#### Scope of Works:

##### Setting up of site

- Risk assessments and method statements
- Health and safety compliance
- Internal scaffolding installed debris netting etc

##### Installation



- Existing structure maintained to comply with conservation officers requests
- All glass removed
- Rubbish removed daily allowance for skip to be sited in car park to rear
- Manufacturing of caps to be designed and installed or new roof ridge to blend in with existing
- New double glazing installed
- Resealing of units
- Removing of scaffolding and Clear site

No. of Quotations Obtained:

2

Additional Information:

Similar solutions proposed, please note:

Company "A"		
Company "B"	To be supplied	To be supplied

Costs:

Company "A"

Total (Exc. VAT)	£25,960.00
VAT	£ 5,192.00
Total (Inc. VAT)	£31,152.00

Company "B" (To be updated)

Total (Exc. VAT)	£24,350.00
VAT	£ 4,870.00
Total (Inc. VAT)	£29,220.00

Work Performed By:

Contractor

Recommendation:

Decision to be made based on CDC Conservation Officers approval.

Approval Status:

<b>Approval Given:</b>	Yes/No
<b>Date:</b>	

Work Completed:

<b>Installed by:</b>	
<b>Date:</b>	
<b>Regular Service/Inspection Timescale</b>	
<b>Documentation:</b>	
<b>Date:</b>	

Signed Off:

CCC Property Maintenance Manager (Signature):	
<b>Name:</b>	
<b>Date:</b>	

**‘Hanging Committee’ (or Picture Hanging working group) meetings and deliberations –.**

**The ‘Hanging Committee’ has met twice. Sarah Quail, Anne Scicluna and Michelle Carter had met and made various suggestions. Later Sarah Quail and Anne Scicluna met and again looked carefully at the positioning of various pictures and artefacts, with a view to improving the vision of residents, visitors and councillors on the history of the Council House and of Chichester. Recommendations of both meetings are included below. The following is what is advised :**

- 1 Opposite reception remove all certificates except the Licence – space is then available.**
- 2 Beside reception remove ‘Space’ certificate (Principia) and replace with embroidered City Arms (at present beside reception office door in corridor) so that people can see our City Arms as they enter the building.**
- 3 Remove small map by Courtroom and maybe send to Record Office if it’s original. Similarly some of the notices on that wall – if original. If not original, put them closer together and/or rehang .**
- 4 Replace City Arms in corridor with painting of Bishop George Bell, at present at top of front room steps**
- 5 Remove painting of Ann Murray from top of front room steps, for replacement upstairs**
- 6 Rehang large painting of City Cross from above fireplace in front room in place of Ann Murray**
- 7 Remove photograph of Queen and Prince Philip from halfway up stairs and replace with 1974 Charter from anteroom**
- 8 Remove 1135 copy Charter and repair and then hang above Grant of City Arms**
- 9 In place of 1974 and 1135 Chartres hang paintings of George and Ann Murray one each side**
- 10 Move Murray artefact cabinet to centre – slightly away from radiator. Place notice on it to warn people not to put stuff on it or to lean on it – for fear of alarm going off!**
- 11 Provide attractive cord across so that chairs are not used by public**

- 12 Place cabinet of So Few and So Many to south side of anteroom so that people can walk found it to view the books
- 13 Place Trafalgar chairs – three each side of radiator on north wall behind Murray cabinet
- 14 Put Town Clerk’s wig and box in cabinet at top of stairs.
- 15 Georgian candelabra in cabinet to be put on same shelf
- 16 Entrée dishes to be moved up, or decanters moved up, whichever fits best
- 17 Remove large chest from under stairs and put in Mayor’s anteroom
- 18 Remove nasty desk from Mayor’s anteroom (and get rid of it).
- 19 Remove white plaque in military case
- 20 Place leaflet rack back beside stairs
- 21 Put a short explanation to HMS Chichester, including the fact of names round rim
- 22 Provide lighting for Smith paintings in south side
- 23 All paintings and other stuff to have explanatory tags underneath or beside them so that people can know what they’re all about – people do ask about some of the things we have.
- 24 In addition, place large table from anteroom; desk from Mayor’s anteroom; glass-topped coffee table from Mayor’s Parlour; set of chairs from attic - into saleroom. Proceeds to go to the paintings conservation budget.

If necessary, Anne can produce some of the information tags, as we are conscious of staffing burdens.

We would like to discuss this with you if there are any queries.



## Chichester City Council

### **Project: Secondary Glazing - 01 2024**

#### **Requirement:**

The Council's goal is to meet "NetZero" by the year 2030. There are many challenges to facilitate this goal, when dealing with a Grade II listed building. We need to improve energy efficiency of the building. We can do this by fitting retrospective products that increases the thermal efficiency of the building. One of the largest areas of heat loss is the heat lost through windows. The Council House is predominantly fitted with large sash windows with non-thermal efficient glass, ill-fitting frames with no seals. The following images show the benefit using a thermal camera.

It is therefore proposed that secondary glazing be installed throughout the building except for windows that are double glazed.

Approval for the works will be required from CDC Historic Buildings Officer.

#### **Scope of Works:**

Phase 1 – All windows to have brassware removed, repairs carried out (Sash Cords replaced, frames filled), curtains, blinds and security devices removed and decorated – In-house

Phase 2 – All windows will be measured and drawings created for manufacturer – Contractor

Phase 3 – Windows manufactured and shipped to site – Contractor

Phase 4 – Windows fitted by installation team working with Property Team – Contractor/CCC

Phase 5 – Curtains, Blinds and Security grills reinstated - CCC

#### **No. of Quotations Obtained:**

3 companies have been consulted who have previously installed into listed buildings. Costs have increased since initial enquiries a year ago due to the financial climate.

Costings:

	Description	U Value Improvement	Cost (Exc. VAT)	Warranty (Years)
Company "A"	Option 1: 4mm toughened safety glass	5.5>2.3	£36,960.00	5
	Option 2: 4mm toughened "K" glass	5.5>1.6	£38,465.00	5
Company "B"	6.4mm Laminate Low e	5.5>1.6	£39,558.97	10 Parts/1 Labour
Company "C"	4mm toughened safety glass	5.5>2.3	£26,670.00	5

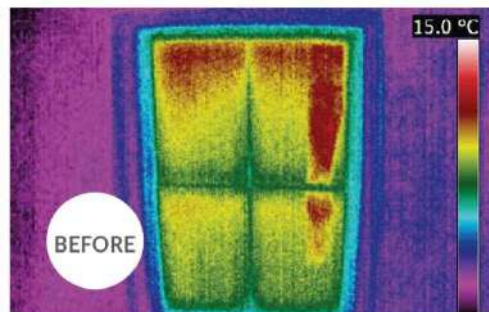
Recommendation:

Our preferred company would be "A" with Option 2 - £38,465.00+VAT  
 Lead-time 16-22 weeks from receipt of order

Additional Information:

The Historic Scotland's Technical Conservation Group initiated an independent test, conducted by Paul Baker of Glasgow Caledonian University to discover the performance of traditional windows.

The table below summarises the results of the research on the thermal performance of traditional windows through the installation of "Company A" bespoke secondary glazing and the thermal image clearly shows the heat loss through the primary glazing before secondary glazing is installed and after secondary glazing is installed.



Single Glazed



Secondary Glazed



GLAZING OPTION	U-Value W/m2K achieved
Single glazing only	5.5
Single glazing with secondary glazing – 4mm toughened safety glass	2.3
Single glazing with secondary glazing – 4mm Pilkington K glass (low emissivity)	1.6

Work To Be Performed By  
Contractor.

Approval Status:

<b>Approval Given:</b>	Yes/No
<b>Date:</b>	

Work Completed:

<b>Installed by:</b>	
<b>Date:</b>	
<b>Regular Service/Inspection Timescale</b>	
<b>Documentation:</b>	
<b>Date:</b>	

Signed Off:

CCC Property Maintenance Manager (Signature):	
Name:	
Date:	



## Chichester City Council

### **Project: Mayor's Car Park 11-2023**

#### Requirement:

The current car park surface is too fine and gets brought into the office space and into the interior of cars.

#### Scope of Works:

Replace existing surface with 20mm Cream Yorkstone Chippings. The existing surface will be scrapped off to an area in preparation for a grab lorry to remove. A ground woven membrane will be laid over the whole area. Then bulk bags of Yorkstone 20mm chipping will be delivered and distributed evenly across the whole area.

#### No. of Quotations Obtained:

3 Web sites for cistern management consulted and Mainland Aggregates Ltd provide the best value for money.

Additional Information:

These are the products proposed for the refurbishment:

<p>20mm York Cream Chippings</p>			
<p>Woven Geotextile Membrane (G90)</p>			

Costs:

Description	Part No.	Qty	Unit Cost	Total Cost
Bulk Bag 20mm - York Cream Chippings		11	£ 111.78	£ 1,229.58
Ground Membrane		1	£ 142.87	£ 142.87
Mini Digger Hire		1	£ 300.00	£ 300.00
Grab Lorry		1	£ 220.00	£ 220.00
			<b>Sub Total</b>	<b>£ 1,892.45</b>
Contingency Fund 10%		1		£ 189.25
			<b>Total</b>	<b>£ 2,081.70</b>
			VAT	£ 416.34
			<b>Grand Total</b>	<b>£ 2,498.03</b>

Work Performed By:  
In house.

Approval Status:

<b>Approval Given:</b>	Yes/No
<b>Date:</b>	

Work Completed:

<b>Installed by:</b>	
<b>Date:</b>	
<b>Regular Service/Inspection Timescale</b>	
<b>Documentation:</b>	
<b>Date:</b>	

Signed Off:

CCC Property Maintenance Manager (Signature):	
<b>Name:</b>	
<b>Date:</b>	



## Chichester City Council

PROPERTY REPORT ITEM 2k

### **Project: Assembly Room AC 01-2024**

#### Requirement:

The existing Airedale AC Chiller for the Assembly Room has been broken for many months and is no longer serviceable. Therefore, replacement is our only option. The roof area has been surveyed by two manufacturers; Airedale and ICS. ICS is the only unit that will fit in the roof area.

Supply and installation of ICS Aptus Compact ATB035 Air-cooled chiller.

#### Scope of Works:

- Isolate, drain and degas the existing chiller.
- Supply a crane to lift the old chiller new and the new into position.
- Alter the pipework and connect to the new chiller.
- Alter the electrical supply and connect to the new chiller.
- Fill, vent and test.
- Commission and leave operational.

#### No. of Quotations Obtained:

3 quotations were sort, however only one responded. Emails are available on file and survey dates for proof that others were approached.

Costs:

Total (Exc. VAT)	£21,468.18
VAT	£ 4,293.64
Total (Inc. VAT)	£25,761.82

Work Performed By:

Contractor.

Approval Status:

<b>Approval Given:</b>	Yes/No
<b>Date:</b>	

Work Completed:

<b>Installed by:</b>	
<b>Date:</b>	
<b>Regular Service/Inspection Timescale</b>	
<b>Documentation:</b>	
<b>Date:</b>	

Signed Off:

CCC Property Maintenance Manager (Signature):	
<b>Name:</b>	
<b>Date:</b>	





## Chichester City Council

### **Project: Update Foyer**

#### **Requirement:**

The current layout of the foyer does not provide one area for information and is not uniform in presentation. Therefore it is intended to consolidate noticeboards and information from one location opposite reception and to update Information Screen to allow access for streaming purposes.

#### **Scope of Works:**

Remove all existing wall frames from outer wall by the alarm keypad. Install new Noticeboard, install Councillor frames to the left side. Other notices to right side. Install existing leaflet racks to wall after being sprayed silver to wall below noticeboard. Relocate the frames removed to storage or rehang on opposite wall.

Streaming information screen to be replaced with larger screen which is energy efficient with higher quality images, this will be mounted on the existing wall bracket. Space will be gained for this by lowering the Solar Panel information feed lower down the wall.

All decoration made good.

#### **No. of Quotations Obtained:**

3 Web sites were consulted to provide the best value for money and quality.

Additional Information:

These are the products proposed for the refurbishment:

<p>Bi-Office Maya Notice Board Non Magnetic 180 (W) x 120 (H) cm Burgundy</p>	
<p>Stewart Superior A4 Brushed Aluminium Picture Frame with Perspex Safety Glass - Silver</p>	
<p>LG LED UQ75 55" 4K Smart TV</p>	

Costs:

Note: Material costs only

Description	Qty	Unit Cost	Total Cost
Notice board (1.8m x 0.9m)	1	£ 157.00	£ 157.00
Councillor Frames	6	£ 6.66	£ 39.96
LG LED Smart TV with HDMI 4K (Energy Class G) 55"	1	£ 333.33	£ 333.33
Silver Spray for Brochure wall frames	1	£ 4.83	£ 4.83
HDMI Cable 10m	1	£ 14.16	£ 14.16
Wood Battening	1	£ 25.00	£ 25.00
1-gang flush wall plate	1	£ 2.33	£ 2.33
		<b>Sub Total</b>	<b>£ 576.61</b>
Contingency Fund 10%	1	£ 57.66	£ 57.66
		<b>Total</b>	<b>£ 634.27</b>
		VAT	£ 126.85
		<b>Grand Total</b>	<b>£ 761.13</b>

Work Performed By:

In house.

Approval Status:

<b>Approval Given:</b>	Yes/No
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<b>Date:</b>	
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Work Completed:

<b>Installed by:</b>	
<b>Date:</b>	
<b>Regular Service/Inspection Timescale</b>	
<b>Documentation:</b>	
<b>Date:</b>	

Signed Off:

CCC Property Maintenance Manager (Signature):	
<b>Name:</b>	
<b>Date:</b>	

Compiled by: A Watson  
Date 09/11/2023



**Chichester City Council**

**Project: Cistern Timers 11-2023**

Requirement:

In the Male Toilets the Urinal systems flush and fill every 15 minutes to reduce water usage to assist with meeting our target of Net Zero by 2030, It is proposed to reduce flushing on an 35 minute basis and then night mode and holiday modes for just system health flushing.

Scope of Works:



Replace existing valves with new valves that are adjustable, complete with test tool.

No. of Quotations Obtained:

3 Web sites for cistern management consulted and Watersaver.co.uk provide the best value for money.

Additional Information:

These are the products proposed for the refurbishment:

Autosave B02 PIR Urinal Flushing Control	
Magi-test Wand	

Costs:

Description	Qty	Unit Cost	Total Cost
Eco Timer Cistern Valves	3	£ 185.04	£ 555.12
15mm Copper Pipe 2m	1	£ 6.17	£ 6.17
15mm Isolating Valve	3	£ 2.55	£ 7.65
Magi-Test Wand	1	£ 4.17	£ 4.17
		<b>Sub Total</b>	<b>£ 573.11</b>
Contingency Fund 10%	1		£ 57.31
		<b>Total</b>	<b>£ 630.42</b>
		VAT	£ 126.08
		<b>Grand Total</b>	<b>£ 756.51</b>

Work Performed By:

In house.

Approval Status:

<b>Approval Given:</b>	Yes/No
<b>Date:</b>	

Work Completed:

<b>Installed by:</b>	
<b>Date:</b>	
<b>Regular Service/Inspection Timescale</b>	
<b>Documentation:</b>	
<b>Date:</b>	

Signed Off:

CCC Property Maintenance Manager (Signature):	
<b>Name:</b>	
<b>Date:</b>	



## Chichester City Council

### **Project: TRV and Ventilation - 01 2024**

#### **Requirement:**

The Council House has issues maintaining a controlled temperature throughout the building, this is caused by a few contributing factors:

1. TRV Radiator valves (Quantity 20) are either on or off and cannot be adjusted due to their nature of failure/age. This causes high or low temperature areas; resulting in people using additional heat sources (air-con on heat function, floor fan heaters) for the cold areas and for hot areas using cooling sources (air-con or fans).
2. The back office ventilation system is currently inoperative and has been dismantled, this provides general air circulation around the office space and can be used to provide heat to compliment the radiators from the existing heating sytem. This sytem was not installed with a thermostat control in the office area and had little control apart fron on/off via a timer. To combine this system with the radiators would provide a more comfortable working space being less humid and, with air flow and heating when required.



Benefits of the repairs above:

1. TRV Radiator Valves play an important part in the reduction of energy costs and CO2 reduction. A study on behalf of the Government by BEAMA found the following:

Room Temperature (°C)	No TRV Kg CO2e	TRV Usage Kg CO2e	Kg CO2e Saving
-4	13.79		
5	9.27	7.96	<b>1.31</b>
7	8.02	6.5	<b>1.52</b>
9	6.18	5.08	<b>1.1</b>
12	4.82	3.5	<b>1.32</b>
15	3.26	1.96	<b>1.3</b>

Room Temperature (°C)	No TRV kWh	TRV Usage kWh	kWh Saving	No TRV £	TRV Usage £	£ Saving
-4	73.48			2.85		
5	49.27	42.31	<b>6.96</b>	1.92	1.65	<b>0.27</b>
7	42.62	34.41	<b>8.21</b>	1.66	1.35	<b>0.31</b>
9	32.76	26.84	<b>5.92</b>	1.28	1.05	<b>0.23</b>
12	25.54	18.46	<b>7.08</b>	1.00	0.73	<b>0.27</b>
15	17.18	10.22	<b>6.96</b>	0.68	0.41	<b>0.27</b>

Room Temperature (°C)	Overall Energy Saving from using TRV's (%)
-4	Baseline
5	14
7	19
9	18
12	28
15	41

- The ventilation system will provide fresh air into the back office environment relieving the humidity and overall stuffiness of the office area.

This will reduce the ongoing costs of the use of portable heaters and the air-con units as heaters and compliment the replacement radiator valves. This would save on energy costs and CO2 emissions.

The Portable Oil Filled Radiator is 2kW this equates:

	Per Hour	Typical Day Usage	Typical Week Usage	Typical Month Usage
<b>kWh/£</b>	2kWh £0.58	12kWh £3.48	60kWh £17.40	240Kwh £69.60
<b>kg Co2e</b>	0.42	2.48	12.42	49.69

The Air-Con Unit:

	Per Hour	Typical Day Usage	Typical Week Usage	Typical Month Usage
<b>kWh/£</b>	8kWh £2.32	48kWh £13.92	240kWh £69.60	960Kwh £278.40
<b>kg Co2e</b>	1.657	9.94	49.69	198.79

*Note: Typical day equates 6 hours continuous running uses*

#### Scope of Works:

- To replace the fault TRV radiator valves will require the heating system to be drained down, once drained, the new TRV valves will be fitted. On completion of fitment the system will be refilled, TRV's tested and the system balanced for system performance.
- To repair and enhance the Heating Ventilation System, this would be combined with the drain down; so that the 3 port valve can be fitted. Thereafter, the existing fan units would be refitted and new controls fitted in the back office area with a cable connection between the office and the plant room. System would then be tested and commissioned.

#### No. of Quotations Obtained:

1 from the incumbent supplier who replaced the boilers in early 2023 and who have considerable knowledge of our systems.

#### Costs:

£3,756.20+VAT

Work Performed By:  
Existing Contractor.

Approval Status:

<b>Approval Given:</b>	Yes/No
<b>Date:</b>	

Work Completed:

<b>Installed by:</b>	
<b>Date:</b>	
<b>Regular Service/Inspection Timescale</b>	
<b>Documentation:</b>	
<b>Date:</b>	

Signed Off:

CCC Property Maintenance Manager (Signature):	
<b>Name:</b>	
<b>Date:</b>	



**Chichester City Council**

PROPERTY REPORT ITEM 3i

**Project: St James's - Entrance Stabalisation - 01 2024**

**Requirement:**

The turning area outside the compound at St James's allotments is collapsing at the edge surrounding plot 49, some allotment holders have managed to get their cars stuck. This retaining wall will prevent this from happening.

**Scope of Works:**

Phase 1 – Dig out trench

Phase 2 – Lay footings

Phase 3 – Build Blockwork retaining wall

Phase 4 – Backfill and compact

Phase 5 – Remove waste

**No. of Quotations Obtained:**

1 materials

Costings:

Description	Qty	Unit Cost	Total Cost
Masterdenz Standard Dense Concrete Block	18	£ 12.99	£ 228.62
Ballast All in 0/20 Bulk Bag	3	£ 42.99	£ 128.97
Hanson Castle Cement Plastic 25Kg	15	£ 6.99	£ 104.85
Sand Building Multipurpose Bulk Bag	1	£ 44.50	£ 44.50
Returnable Pallets	2	£ 18.50	£ 37.00
M12 Thread Bar 300mm (5)	2	£ 9.99	£ 19.98
		<b>Sub Total</b>	<b>£ 563.92</b>
		VAT	£ 112.78
		<b>Total</b>	<b>£ 676.71</b>
Contingency Fund 10%	1		£ 67.67
		<b>Grand Total</b>	<b>£ 744.38</b>

Work To Be Performed By  
CCC Property Team

Approval Status:

<b>Approval Given:</b>	Yes/No
<b>Date:</b>	

Work Completed:

<b>Installed by:</b>	
<b>Date:</b>	
<b>Regular Service/Inspection Timescale</b>	
<b>Documentation:</b>	
<b>Date:</b>	

Signed Off:

CCC Property Maintenance Manager (Signature):	
<b>Name:</b>	
<b>Date:</b>	

Sam Tate  
The Council House,  
North St,  
Chichester,  
PO19 1LQ

The Novium, Tower Street,  
Chichester, West Sussex, PO19 1QH  
Telephone: 01243 775888  
Email: [thenovium@chichester.gov.uk](mailto:thenovium@chichester.gov.uk)  
[www.thenovium.org](http://www.thenovium.org)

30 November 2023

Dear Ms Tate,

### Return of Loaned Objects

I hope this letter finds you well. One of my colleagues recently visited The Council House building and noticed a small display of objects that are from The Novium Museum's archaeology collection. The display is of items that were excavated from the lift shaft at The Council House and includes a coin, mortarium, black burnished ware jar fragment, New Forest indented beaker fragment, combed flute tile fragment, Rowland's Castle ware jar fragment, samian ware fragment, amphora fragment, and a bone needle.

This has been on long-term loan to the City Council. The museum is happy for the finds to remain at the City Council; however, we will need to formalise the loan agreement with some paperwork. We are also happy for you to return the loans if you would no longer like to care for them.

Please do let me know your thoughts and we will go from there.

Yours faithfully



Rachel Ng  
Collections Officer  
[rng@chichester.gov.uk](mailto:rng@chichester.gov.uk)