



Chichester City Council

PROPERTY REPORT

20 March 2024

1. UPDATES ON ACTIONS FROM THE PREVIOUS MEETING

a) Completed Projects

1. The Council House - Roof top Security
2. The Council House - Assembly Room Projector Screen
3. The Council House - Automatic Timers to Control Water Heaters
4. The Council House - Gent's Toilets Eco Cistern Fillers
5. Litten Gardens - Interpretation Boards
6. Litten Gardens - External Corner Wall
7. St Paul's Allotment – North Tree Line Removed
8. St James Allotments – Retaining Wall

b) No Updates

1. The Council House – Secondary Glazing
2. The Council House – Mayor's Parlour – ongoing
3. The Council House – Mayor's Car Park
4. The Council House – Chamber – Refurbishment
5. Litten Garden – Plaques – ongoing
6. Litten Gardens – Replacement of Dying Tree (Royal Naval Association)
7. Whyke Road – Speed Indicator Devices
8. Bus Shelter - RTPI Displays
9. Allotments – Fenceline repairs – ongoing

c) Updates

1. The Council House - Solar power array and battery storage – LBC applied for, costs will reduce, due to keeping existing panels on high rate.
2. The Council House - Old Court Room – On hold need architects onboard to create drawings, awaiting quote.
3. The Council House – Damp Issues – Mortar repairs carried out on Lion Street – Monitoring
4. The Council House – Roof Leaks - South Stairwell 1st Floor cupboard investigated and found to be caused by condensation, wet insulation removed and vents installed, cupboard to be replastered - Monitoring
5. Cathedral Beds – Box hedging to be removed. Awaiting final costs for planting
6. Installation of flag pole and hanging baskets – awaiting further costs
7. Blackberry Lane – Vehicle access issues. West Sussex County Council have requested a petition from allotment holders and Councillor backing to progress. Waiting to see if allotment holders will put together a petition.
8. Allotments – Water supplies – No leaks - ongoing

2. ADDITIONAL UPDATES

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

The CCTV system was specified by the previous Property Manager with minimal documented requirements. Payment has been withheld with discussions ongoing over the performance compared to the original system and the new installation.

The Property Maintenance Manager has performed side by side tests on recordings and found the new system to be of better quality. However, the cameras on Lion Street and the Car Park are not sufficient quality and the storage capacity does not cater for 30 days.

The CCTV company have offered to double the disc space to 16TB, currently 8TB at “no charge”, this will cater for additional cameras to the capacity of the system. on the unit currently 8TB at no charge.

They will upgrade the external cameras on Lion Street and the Car Park at cost for the sum of £769.22 for two 5MP Bullet Cameras.

In addition, we require a Fish-eye Camera for the Front Office.

Recommendation: Accept offer and upgrade cameras and install fish-eye camera

b) Cycle Racks

Quotes were too high to convert broken hoops to Toast Racks. Therefore, converting hoops in-house to “root” versions.

Costs to date £500 parts and drilling

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

Rewilding of the field area - Work in progress held up due to weather

Planting of a Miyawaki style hedge along the boundary with the school playing field using Chichester District Council (CDC) grant funding. CDC completed planting. Signage to the field is outstanding.

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

Pictures sold, desk & chairs failed to sell and now back in auction with no reserve 06/03/24.

Bookcase went to charity. Table in use temporarily in use in Front Office.

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

Decommissioning has been completed. Old unit will be removed and new unit installed early one morning in the next 2 weeks, 6am start. Neighbours have received a letter and the Property Maintenance Manager is their contact for any concerns.

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

Cancelling order with Traditional Stone and will approach Chichester Stone

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

5 companies, 3 surveyed, 2 quoted costs £36,080+VAT and £163,000 +VAT estimate.

Officers request direction from Councillors on how they wish to proceed with this project.

3. NEW PROJECTS AND PROPOSALS

a) Foyer improvements

Proceed with Noticeboard and HD TV and leaflet racks

New working party to be formed to create a welcoming reception area

b) Assembly Room lighting controls replacement

3 companies approached, 2 responded, £12-13K

Note: There will be an additional cost for changes to lighting in Ante Room to light artwork. We propose to alter the configuration of the ceiling downlights to light the walls and to add lights to maintain floor lighting. As these lights will be in the ceiling, we do not need LBC. Wall lighting would have required LBC and redecoration of the walls.

c) Rear yard gate replacement

Current gate does not meet fire regulations a new gate has being designed with appropriate openings. We will require LBC and may be planning consent.
Cost £1.8-2K

d) Workshop Power

We have created a work room adjacent to the boiler room above the Mayor's Parlour. This room was used for storage and therefore has no power.

This causes an issue, the current distribution panel has no spare capacity and also requires to be upgraded to meet current standards.

Cost £1,087.50+VAT

e) Assembly Room – High Level Emergency Lighting

The Assembly Room emergency lighting is non-compliant. Existing emergency flood lights are faulty and do not meet the requirements.

Therefore, this needs replacing.

Cost £1,787.50+VAT

f) Banner Posts – North Street

Instead of the addition of a single flag pole on the front fascia, it is proposed to apply for permission to replace the existing street post outside the building on the north side with a 6m pole hinged for changing banners without the use of ladders or a platform. It is also proposed that an additional pole be placed on the south side of the building.

Supply Only Quotes:

Style "A" Banner Posts with 6 x Banners £6,218.00

Style "B" Banner Posts with 4 x Banners £6,127.00

Style "C" Banner Posts with 6 x Banners £6,870.00



A



B



C

g) Sign for the front of the Council House

"Chichester City Council" - To investigate costs and LBC and Planning guidance

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

Propose purchase of 200mm Loft Insulation and install in-house.

Cost: £1,800+VAT (Supply Only)

i) Council House heating and ventilation

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

Work being performed 27-28/03/2024

j) Allotments – retesting of plots previously designated as contaminated

We have a number of allotment plots that were taken out of action due to soil contamination. These have been rested and some have been brought back to action providing the holders used the plots with raised beds only.

One tenant is in the surveying industry and took samples of his plot and found no levels of contamination and has asked to be able to use the plot without raised beds and is willing to sign a waiver.

Should we as the owner of the land have the soil in the affected plots tested to see if no contamination and re open the plots?

Blackberry Lane – 9 plots
Florence – 4 plots, plus room for 4 more
Total 17

Cost: £

k) Market Cross – replacement of stolen pennants

Property Maintenance Manager has made replacements out of copper, now with signwriters

Cost: £600+VAT

l) Stonepillow – Replacement All-weather Lockers

To supply and install 6 x All-weather Lockers at Stonepillow, The Old Glassworks, St Cyriacs, Chichester.

Project approved with costs to be funded from the Public Realm budget.

m) Loan of “Still-Life with Joint of Beef on a Pewter Dish” by George Smith

Pallant House Gallery have requested the loan of the above for a forthcoming exhibition “The Shape of Things: Still Life in Britain” running from 11th May to 20th October 2024. They will require the painting sometime before these dates for the exhibition build.

Pallant House will take responsibility for all transport and insurance arrangements and associated costs. The work will be covered by the Government Indemnity scheme and transport is arranged in accordance with the Indemnity Scheme guidelines, using a reputable specialist fine art shipping agent.

4. ALLOTMENTS UPDATE

There are currently 452 plots with zero vacancies at the time of writing with a total of 146 people on the waiting list.

All on the waiting list are being emailed and called to see if they still want to be on the list.

Allotment Seminar held on 07/03/2024 was well received with 100 people attending.

Have requested feedback, if tenants would like these events to continue and if so on what topics.

NOTE: Costing breakdowns are available on request.