



Chichester City Council

## PROPERTY SUB-COMMITTEE

### Minutes

**Date** 20 March 2024  
**Time** 3.30pm – 4.37pm  
**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, Council Services and Support Manager, Property Maintenance Manager

#### 35. APOLOGIES FOR ABSENCE

No apologies were received.

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

Councillors Miall, Quail and Squire declared an interest as City Council allotment holders

Prior to the commencement of the main business of the meeting, the Chairman advised that a further structural issue had been identified in the Council House roof timbers and supporting RSJs above the south staircase. Members were advised that this would likely have implications for further roof works with subsequent knock effects on the Property Team's workload.

#### 37. MINUTES OF THE PROPERTY SUB-COMMITTEE MEETING HELD ON 24 JANUARY 2024 AND THE SPECIAL MEETING HELD ON 21 FEBRUARY 2024

RESOLVED that the minutes of the Property Sub-Committee meeting held on 24 January 2024 and the Special Meeting of the Property Sub-Committee held on 21 February 2024 be approved and signed as a correct record.

#### 38. UPDATES ON ACTIONS FROM THE PREVIOUS MEETING

##### a) Completed projects

Members noted the projects listed as completed on the Property Maintenance Manager's (PMM) report.

##### b) No updates

Members noted the projects listed as having no update at this time on the PMM's report.

c) **Updates**

i) *The Council House solar power array and battery storage*

Members noted the update from the PMM and also noted that the necessary consents had been applied for and discussions were ongoing with Chichester District Council.

ii) *The Council House Old Courtroom rooflight replacement*

Members were advised that the Planning Officer had requested that drawings be submitted with the planning application. The PMM confirmed that the originally selected design with a restored tile ridge could not proceed as no historical evidence could be found to support the choice. He also advised that he would be discussing the matter with Meynell-Hayes Architects.

iii) *The Council House – damp issues*

The PMM confirmed that works had started on the damp ingress in to the building through defective mortar joints in Lion Street and that this work would be completed soon with ongoing monitoring to check the effectiveness of the work.

iv) *The Council House – roof leaks*

Members noted the update in the PMM's report and also the further information provided regarding the additional water ingress and structural issues that had been identified in the previous few days.

The PMM informed the Sub-Committee that remedial works were being undertaken on the structural issues in advance of the installation of the new air conditioning unit.

The Sub-Committee were advised that the leaks and resulting damage to the wooden beams would require more detailed investigation and the commissioning of work to replace the rotted timber and the defective leadwork.

v) *Cathedral beds*

Members were advised that the diseased box hedging would be removed during the week beginning 25 March 2024.

The Town Clerk informed the Sub-Committee that costings for the replanting and maintenance of the cathedral beds had been received from the City Council's hanging baskets contractor, Window Flowers, with these being:

- Initial removal and replanting of all six beds (one-off) - £12,996.25 +VAT
- Ongoing maintenance and summer/winter planting - £17,268.75 + VAT

RESOLVED to place an order with Window Flowers for the replanting of the cathedral beds and provision and maintenance of summer and winter planting, to be paid from the City Council's CIL funds.

vi) *Installation of flag pole and hanging baskets*

AGREED to install two hanging baskets on the front elevation of the Council House.

Members were informed that the flag pole proposal would be discussed under item 3(f) in the PMM's property report.

vii) *Blackberry Lane – vehicle access issues*

Members noted the update included in the PMM's report and noted that the Allotments and Maintenance Officer had emailed all the tenants on the Blackberry Lane allotment site to advise them that the application to restrict parking in the area would require the submission of a petition alongside support from the appropriate ward Councillors.

viii) *Allotments – water leaks*

Members noted the update.

### 39. **ADDITIONAL UPDATES**

a) **CCTV upgrade**

After a short discussion it was RESOLVED to place an order with CIA Ltd in the sum of £769.22+VAT for upgraded cameras in the carpark and on the Lion Street elevation, to be paid from the Council House Reserve.

It was also AGREED that the PMM should obtain costs for the installation of a fish eye lens camera in the front Community Room ready for the new Community Support Officer.

The PMM reassured the Sub-Committee that the increased storage capacity being proposed by the supplier for the CCTV recorder would be sufficient for 30 days recording from the upgraded system.

b) **Cycle racks**

Members noted the update included in the PMM's report and were advised that a project would be put in place to refurbish the rest of the cycle racks for root fixing and that this would take place regardless of the status of the city centre pavements works which were not expected to be completed for a number of years.

c) **Brewery Field**

Members noted that the hedge planting had now been completed, that the wildflower planting would be taking place shortly and that interpretation boards explaining the scheme would also be installed in the near future.

d) **Property Office furniture**

Members noted the update and were advised that some items had now sold but that the expected income was very low.

e) **Air conditioning system**

The PMM explained that the removal of the old unit and installation of the new unit would be taking place on Monday 8 April 2024.

He advised that neighbouring properties had been informed but that the start time had been pushed back following concerns raised by one of the local residents.

f) **Litten Gardens War Memorial – correction of misspelled name**

The Sub-Committee was advised that the selected contractor had not completed the requested works and that they had been chased for a final time. If no update was forthcoming, and alternative contractor would be sought.

g) **Litten Gardens footpath surface replacement**

The PMM advised that, due to resource constraints within the Property Team due to other commitments, the footpath project had been put on hold temporarily.

He also advised that, due to the level of the quotes that had been received, it would be necessary to place the works on the UK Government's Contracts Finder Service, which would be done when workloads allowed.

Councillor Scicluna expressed the opinion that the current surface was dangerous owing to concerns about loose gravel being dislodged during the regular grass cutting.

***Post meeting note: The PMM has confirmed that, further to an additional site inspection, the paths at Litten Gardens could be considered safe other than the issues previously mentioned.***

40. **NEW PROJECTS AND PROPOSALS**

a) **Foyer improvements**

Further to the City Council's decision not to proceed with the proposed portico enclosure, it was AGREED that a working group should be set up to look at the entrance way in to the Council House and put forward proposals to make it a more modern, accessible and welcoming space.

Further AGREED that this working group would consist of Councillors Miall, Gershater and Scicluna and that it would look to co-opt two appropriate external members including a heritage specialist from Meynell-Hayes Architects and another architect for a variety of perspectives.

b) **Assembly Room lighting controls replacement**

RESOLVED to proceed with the Assembly Room lighting project and also to include upgrades to the ante-room lighting for the illumination of the paintings and increase in lighting of the floor area. AGREED to place an order with Aspect Electrical in the sum on £14,608.75+VAT to be paid from the City Council's Energy Efficiency CIL allocation.

c) **Rear gate replacement**

RESOLVED to proceed with the works as specified in the PMM's report at a cost of up to £2,000, to be paid from the Council House Reserve.

d) **Workshop power**

RESOLVED to place an order with Aspect Electrical in the sum of £1,087.50+VAT for the upgrade of the distribution board in the flat for supply of electricity to the newly created workshop, to be paid from the Council House Reserve.

e) **Assembly Room – high level emergency lighting**

Noted that, due to the urgency of the work, an order had been placed and that the installation would proceed during the week beginning 25 March 2024 at a cost of £1,787.50+VAT to be paid from the Council House Reserve.

f) **Banner posts**

AGREED that this would be referred to the Foyer Working Group for discussion.

g) **Sign for the front of the Council House**

AGREED that this would be referred to the Foyer Working Group for discussion.

h) **Roof void insulation**

RESOLVED to proceed with the works as specified in the PMM's report at a cost of no more than £1,800+VAT to be paid from the City Council's Energy Efficiency CIL allocation.

The Sub-Committee requested that the PMM investigate ways of insulating the Council Chamber floor as part of the wider Council Chamber refurbishment project.

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

The PMM explained the issue and reported that the contractor who had quoted for the work had advised that it was unlikely that the levels of contaminants in the ground that had previously been identified would have dropped sufficiently for the land to be safe for the growing of food.

The Sub-Committee discussed the issue and it was AGREED that, given the allotment waiting list and the potential for 17 plots to be brought back in to service generating approximately £1,000 per annum in income; it would be a positive way forward if the testing took place so that the true situation could be assessed.

It was RECOMMENDED to the Finance Committee on 2 April 2024 that an order be placed with Impact Geotechnical in the sum of £2,912.15+VAT, in the 2024-2025 financial year, to be paid from the Allotment Reserve.

j) **Market Cross – replacement of stolen pennants**

The PMM advised that he had finished making the replacement pennants and that they were currently with the signwriter for painting.

k) **Stonepillow – replacement lockers**

The PMM explained the background to the City Council's involvement in the installation of external lockers at Stonepillow for the use of their clients.

Members noted that the Property Team would shortly be installing new, external specification lockers that had been approved by the Community Affairs Committee (4 March 2024, minute 64 refers).

l) **Loan of Smith painting (Still life with joint of beef on a pewter dish) to the Pallant House Gallery**

The Sub-Committee noted that the gallery would under all works involved in the transfer of the painting as well as provide the necessary insurance cover.

RESOLVED to agree the loan of the painting to the Pallant House Gallery for inclusion in an upcoming exhibition.

#### 41. ALLOTMENTS UPDATE

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

The Sub-Committee was advised that the Property Team were in the process of contacting all people on the waiting list and checking on their status and whether they were still interested in an allotment on a City Council site.

The PMM reported that the recent allotments seminar had been well attended, that positive feedback had been received and that plot holders had asked for more, similar events in the future.

#### 42. ITEMS FOR INCLUSION ON THE NEXT AGENDA

No items requested.

#### 43. DATE OF NEXT ORDINARY MEETING

DATE OF NEXT ORDINARY MEETING - 17 April 2024 – 3.30pm

The meeting closed at 4.37pm

#### **ACTIONS ARISING FROM THIS MEETING**

<b>Minute ref.</b>	<b>Agreed action</b>	<b>Assigned for action to</b>
35c(ii)	Liaise with architects for the production of technical drawings to support the consent applications for the replacement of the Old Courtroom glazed roof	Property Maintenance Manager
35c(iv)	Specify works required and obtain quotes for works to remedy water ingress in the Council House roof	Property Maintenance Manager
36a	Obtain quote for installation of fish eye lens CCTV camera in the Community Room	Property Maintenance Manager
37a	Identify suitable external contacts for inclusion in the Foyer Working Group and convene first meeting	Town Clerk and Property Maintenance Manager
37l	Advise Pallant House Gallery of the Sub-Committee's agreement to the loan of the George Smith painting	Property Maintenance Manager