



Chichester City Council

PROPERTY REPORT

17 April 2024

1. UPDATES ON ACTIONS FROM THE PREVIOUS MEETING

a) Completed Projects

The Council House

1. Roof Leaks - South Stairwell 1st Floor cupboard – resolved - lead flashing and hopper not installed correctly. Rectified by the Property Maintenance Team.
2. Assembly Room – High Level Emergency Lighting -installed and working. Very effective
3. CCTV Upgrades and free of charge storage upgrade completed.
4. Thermostatic Radiator Valves replaced where required.

b) No Updates

The Council House

1. Mayor's Parlour redecoration – ongoing – ON HOLD due to resource availability.
2. Mayor's Car Park – ON HOLD due to resource availability.
3. Council Chamber refurbishment – ON HOLD

Litten Gardens

1. Replacement of dying Royal Naval Association (RNA) tree – tree removed and currently awaiting a decision from the RNA regarding replacement.
2. Path surface replacement – ON HOLD – indicative costs received to date mean we will need to proceed to national Contracts Finder service when available resourcing allows.

Public Realm

1. Whyke Road – Speed Indicator Devices – no proposal has been received from the residents.
2. Bus Shelters - RTPI Displays – latest update from suppliers is installation expected early May 2024.

c) Updates

The Council House

1. Assembly Room - Air conditioning unit has been installed with final commissioning expected week ending 12 April 2024.
2. Assembly Room – Lighting System ordered. Awaiting install dates. **Note:** Contractor had to requote. Cost went up 4.7% due to manufacturers price increase equating to uplift of £687.50.
3. Solar power array and battery storage – Ongoing -LBC applied for. Costs will be reduced due to keeping existing panels on high feed-in tariff rate –

Chichester District Council have requested additional information with the application which is being given priority by the Property Maintenance Manager.

4. Old Court Room Replacement Roof Light – ON HOLD – Chichester District Council have requested detailed drawings to support the application. We need an architect onboard to create detailed drawings for the proposal (suppliers had not included costs for this) and LBC, awaiting quote.
5. Damp Issues – ongoing - mortar repairs carried out on Lion Street – situation is being monitored.
6. Hanging Baskets – to be costed
7. Workshop power – ordered and installation taking place on 9 – 10 April 2024
8. Repairs to back office heating and air conditioning – ordered and due to be completed week commencing 8 April 2024.
9. Loan of “Still-Life with Joint of Beef on a Pewter Dish” by George Smith to Pallant House Gallery - Paperwork and insurances in place. Will be collected 26 or 29 April 2024.
10. Foyer improvements – materials on order and work to commence once resource allows.
11. Rear yard gate replacment - new gate has being designed with appropriate openings. We will require LBC and possibly planning consent. Cost £1.8-2K – Plans being drawn up for application.
12. Roof space insulation – materials on order and work to commence when resources allow.

Litten Gardens

1. Correction of misspelt name on Memorial – New stonemason has been identified and we are waiting a quote. Original stonemason has been in contact and has said work will be completed as a priority. Update to be brought to next meeting.

Public Realm

1. Cathederal Beds – Box hedging and plants removed and ground prepared for Contractors. Contractors due to start new planting from 10th April 2024 onwards.
2. Brewery Field - Rewilding planting of the field area completed. Signage and new gate on order once arrived we will include repairs to path entrance to stop flooding.
3. Cycle racks – roll out schedule to be created and quotes obtained prior to the appointment of a contractor and work commencing.
4. Stonepillow – replacement all-weather lockers – order placed and awaiting delivery – ETA first week of May 2024.

Allotments

1. Blackberry Lane – Vehicle Access Issues. Allotment Steward is collating petition – Await petition
2. Retesting of plots previously designated as contaminated – order placed and contractor due to be on site 22 April 2024. Allotment tenants have been notified and affected plots clearly identified.

Market Cross

1. Replacement of stolen pennants – awaiting completion of works by sign writers.

2. ADDITIONAL UPDATES

a) Litten Gardens – general actions since the last meeting

1. Vandalised CCTV camera replaced.
2. Graffiti removed in several areas

b) Market Cross – general actions since the last meeting

1. Graffiti removed from several points on the structure.

3. NEW PROJECTS AND PROPOSALS

a) St Paul's Allotment – Replacement of Fence (West Side)

The existing fence line is in total dis-repair and is a mix of spiked wrought iron, chain link and in some areas is non-existent. Lots of undergrowth and rubbish present including “sharps”. The proposal is to replace the fence line with 6ft metal fence the same as the south side (entrance).

Costs to be advised for a decision at the next meeting.

b) Sign for the fascia of The Council House

Sign to read “Chichester City Council” - To investigate LBC and Planning guidance followed by costs.

c) Fire Alarm System Risks.

I have identified that the smoke alarms on the system are turned off at various functions in the Assembly Room and Crush Bar areas by our Facilities Team to accommodate hirer's events. Causing safety concerns.

The Assembly Room is used for band concerts (Revenue approximately £8K per year) one band uses smoke machines. To prevent the fire alarm from activating, Facilities turn off the smoke detectors for Assembly Room and Roof void. Therefore detection is completely removed.

The Crush Bar is used for catering with ovens and deep fat fryers outside of the kitchen area. Facilities currently turn off the Crush Bar area smoke sensors. Therefore detection is completely removed.

To resolve this issue of safety, we would need to have installed additional Heat Sensors and a keyed isolation switch, this would allow some sensors to be turned off but have heat sensors monitoring the areas.

Cost for Assembly Room and Roof Void Only £2,161.82+VAT

Note: Cost for Crush Bar Area estimated around the same sum.

4. ALLOTMENTS UPDATE

1. All plots occupied.
2. No water leaks

3. Some tenants asking leniency due to caring for others or ill health

NOTE: Costing breakdowns are available on request.