



Chichester City Council

PROPERTY REPORT

14 May 2024

1. UPDATES ON ACTIONS FROM THE PREVIOUS MEETING

a) Completed Projects

The Council House

1. Assembly Room - Air conditioning unit has been installed all commissioned and working.
2. Workshop power – Completed.
3. Repairs to back office heating and air handling – Completed.
4. Loan of “Still-Life with Joint of Beef on a Pewter Dish” by George Smith to Pallant House Gallery - Valid Insurance certificate, received and painting collected – Completed.
5. Existing Solar Arrays – Annual Inspection performed 03/05/2024 – all ok, need replacement cover for one meter connection.

b) Updates

The Council House

1. Assembly Room – Lighting System install started 07/05/2024
2. Assembly Room – Sash Windows (Lion Street) refurbishment in preparation for secondary glazing started 07/05/2024
3. New Solar power array – Ongoing – Listed Building Consent (LBC) applied for. Chichester District Council (CDC) have all information and drawings.
4. Old Court Room Replacement Roof Light – Awaiting costs from Tom Hayes to assist with the project, with design and drawings and driving through LBC application with roof ridge re-instated.
5. Damp Issues – ongoing - mortar repairs carried out on Lion Street – situation is being monitored.
6. South Stairwell 1st Floor Cupboard – nearly dried out, will re-plaster and reinstate boxing.
7. Hanging Baskets – brackets to be installed.
8. Rear yard gate replacment – LBC application in with CDC
9. Roof space insulation – materials to order and work to commence when resources allow.

Litten Gardens

1. Correction of misspelt name on Memorial – Work started with original stonemason and the tablet being cleaned.

Public Realm

1. Cathedral Beds – Summer plants will go in, 3rd and 4th week of May
2. Brewery Field – Signage/Noticeboard and gate on order. Note: We will also recycle Mayor's car park grit to improve the main entrance when time available.
3. Cycle racks – Inspection of all cycle racks has taken place. Missing racks identified. Roll out schedule to be created and quotes obtained prior to the appointment of a contractor and work commencing. – To be scheduled.
4. Benches – Inspection of all benches performed, some require re-painting and all to be asset tagged.
5. Stonepillow – replacement all-weather lockers – order placed and awaiting delivery – Slight delay end of May 2024.

Allotments

1. Blackberry Lane – Vehicle Access Issues. Property Maintenance Manager (PMM) created a Change.org petition for allotment holders only 12 signed – PMM to discuss with Ward Councillors
2. Retesting of plots previously designated as contaminated – survey performed, test results back from lab. Report being written, will be released by 17th May 2024 – Note: Verbal communications 16/17 plots are not useable due to lead and arsenic levels. Therefore, raised beds is the only option for those plots to be re-opened.

Market Cross

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

c) No Updates

The Council House

1. Mayor's Car Park – due to resource availability scheduled June – August 2024.
2. Council Chamber refurbishment – March 2025

Litten Gardens

1. Replacement of Royal Naval Association (RNA) tree – tree removed and currently awaiting a decision from the RNA regarding replacement.
2. Path surface replacement – Invitation to Tender to be written June – July 2024.

Public Realm

1. Whyke Road – Speed Indicator Devices – Plans have been issued to WSCC, awaiting feedback.
2. Bus Shelters - RTPI Displays – latest update from suppliers is installation expected early May 2024.

2. ADDITIONAL UPDATES

a) Litten Gardens – general actions since the last meeting

1. Camera system no longer compatible with software following updates, PMM looking at alternative method of connection for remote access.

b) Market Cross – general actions since the last meeting

1. No issues to report.

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).

Company “A” £12.5K awaiting further quotes.

In addition, we require further fencing on the East side in two places.

b) Sign for the fascia of The Council House

Sign to read “Chichester City Council” - To investigate LBC and Planning guidance followed by costs. – Owen Broadway 50/50.....no change.

c) Administration

Inspection software “Safety Culture” now implemented to Property Team and Facilities. Currently capturing auditable inspections on the following:

1. Fire Inspection – Escape routes, Call buttons, Fire Extinguishers, Emergency Exits
2. Emergency Lighting – Monthly Flick Test, 6 monthly 1 hour, 12 monthly 3 hour
3. Cycle Rack Safety
4. Bench Safety
5. Flag Pole Safety – Annual
6. Vehicle Safety & Inspection – Monthly
7. Ladder Safety – Monthly
8. First Aid Report

Further work to be carried out with this software covering more inspections, maintenance schedules and asset management.

d) Vehicle Replacement

Ford Tipper Truck needs to be replaced due to future repair costs and is not electric. Team to evaluate requirements and needs and look at lease options.

e) Market Cross

Electrical Inspection required, last done 2016.

Lightning conductors may also need to be tested as I cannot find a record of this.

f) Fire Alarm System Risks.

Assembly Room:

I have spoken to band organiser regarding smoke machines. No band scheduled to use them.

Therefore, we can place project to implement heat sensors at the cost of £2,161.82+VAT – ON HOLD

Crush Bar Catering Use:

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, fire detection is completely removed.

With immediate effect no catering can be performed outside of kitchens.

- Redesign of ground floor kitchen to accommodate caterers needs.
- Awaiting quotes to relocate electrics to downstairs kitchen for oven usage.
- Awaiting quotes for Fridge, Glass dishwasher and Food warming trolley.
- Writing new Venue Terms & Conditions.

4. ALLOTMENTS UPDATE

1. All plots occupied.
2. Some tenants asking leniency due to caring for others or ill health