



## Chichester City Council

# PROPERTY REPORT

17 July 2024

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

#### a) Completed Projects

##### **The Council House**

- Assembly Room/Ante Room – Lighting System installed.
- Disabled Toilet – Equipped for baby changing.
- Green Room – 4 x Sash Windows refurbished in preparation for secondary glazing and damaged wall replastered.
- 2nd Floor Front Flat Room - Windows refurbished in preparation for secondary glazing.
- 1st Floor Cuboard opposite south stairwell – replasteres and decorated
- OCR Gallery – 2 walls replastered.
- The Council House - Hanging basket brackets installedby contractor.
- The Council House – General maintenance performed and safety inspections caried out.
- Room Booking Software – project timescales met and rolled out on 01/07/2024 – In-house training is taking place on 1-2 basis with created user guides. This system provides full visibilty of all room bookings for in-house and general public. Access via website for people organisations to make room bookings, receive invoices and pay online. Front of house have access to booking via laptop or tablet.
- New Venue Terms & Conditions written and approved and active with above Booking Room Software
- Venue charges updated and live.

##### **Market Cross**

- Market Cross – Electric Safety Inspection passed but with upgrade requirements.

##### **Gardens**

- St Martin's – Wall repaired.
- Litten – Correction of misspelt name on tablet and tablet cleaned.
- Litten – Metalwork (Gates and Benches painted Black) with grateful thanks to Seaford College.
- Cathedral Beds – Summer plants planted.
- West Memorial Garden – Replaced Waste Bin, we are trying to takeover with peppercorn rate from CDC.

## Allotments

- Blackberry & Florence – Soil Contamination - Retesting of plots previously designated as contaminated – survey performed, results and report received 10/05/2024 – Results – 16/17 plots are not useable due to Heavy Metal Lead, Arsenic, Copper, Zinc and Cadmium levels. In addition, PAH (Polycyclic aromatic hydrocarbon levels) exceeded for Benz(b)fluoranthene, Benzo(a)pyrene, Dibenz(a,h)anthracene and Chrysene. Therefore, raised beds is the only option for those plots to be re-opened. The one plot should either go further testing or be kept for raised bed usage only. – *Allotment Tenants have been officially informed of the results and reminded of the requirements of raised beds and to replace membranes when they fail and not to plant anything directly in the soil. Additionally not to eat fruit from trees that were not removed.*  
**Note:** The south section in line with the gate is going to be left for fallow and may be we should consider this section for other uses.

## Other

- Stonepillow – replacement all-weather lockers completed 19/06/2024.

## b) Updates

### The Council House

1. Secondary Glazing – Awaiting CDC for LBC to be granted.
2. New Solar Power Array – CDC have GRANTED LBC. Meeting held to redesign system to benefit the CCC New panels (Max 9.25Kw, giving an estimated 9,112Kwh per annum) and existing panels (Max 6.3Kw, giving an estimated 5,978Kwh per annum) on the Assembly Room will be incorporated as one system and will charge 5.3Kw battery and export to the grid on an SEG contract. Order placed awaiting install date, estimated first two weeks of August 2024.
3. Old Court Room Replacement Roof Light – Costs for Meynell Hayes Architects to design solution that will pass LBC are £3,250.00 to planning stage, thereafter hourly rates would apply: Richard Meynell @£110p/hr, Tom Hayes @£90p/hr, Architectural Assistant @70p/hr.  
**ACTION:** Approval for expenditure required.
4. Damp Issues – ongoing - mortar repairs carried out on Lion Street – situation is being monitored.
5. Rear yard gate replacement – Awaiting CDC for LBC to be granted.
6. Roof space insulation – materials to order and work to commence when resources allow.
7. Mayors Parlor - Bathroom/Kitchen – Completion by end of August 2024.
8. Roof Safety Barriers and Restraint Eyes are to be tested annually – Cost £500.00+VAT – Ordered awaiting inspection date.
9. Lift – major works 12th – 23rd August 2024 – Safety Updates to conform to regulations and replacement seal to the main shaft.

### Litten Gardens

- Black Metalwork – Gates, railings and benches rub down and paint – project started by Seaford College (10 Pupils on 27/06/2024), to be continued in-house.

## **Public Realm**

- Brewery Field – Signage/Noticeboard arrived, awaiting arrival of gate to fit in one visit. Note: We will also recycle Mayor’s car park to improve the main entrance when time available.
- Brewery Field – Applied for Planning Permission (PP-13186485) to top trees in South West Corner affecting residents 22, 24 & 26 Parklands Road.
- Brewery Field - Issued 30 Day Notice to resident for flytipping and condition of fence – Resident fixed issues within 14 days, sent “Thank you” letter.
- Brewery Field – Transition Chichester have “free use” for community picnic on 21st July 2024.
- 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.
- Benches – Inspection of all benches performed, some require re-painting and all to be asset tagged.

## **Allotments**

- Blackberry Lane – Vehicle Access Issues. PMM created a Change.org petition for allotment holders only 12 signed – PMM to discuss with Ward Councillors. Ward Councillors not responded, no interest to pursue.  
**ACTION:** Close request and inform allotment holders

## **Market Cross**

- 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 September/October 2024.
2. Council Chamber – March 2025

### **Litten Gardens**

- Replacement of Royal Naval Association (RNA) tree – tree removed and currently awaiting a decision from the RNA regarding replacement.
- Path surface replacement – Invitation To Tender to be written August 2024.
- CCTV Camera system no longer compatible with software following updates, PMM looking at alternative method of connection for remote access.

## **Public Realm**

- Whyke Road – Speed Indicator Devices – Plans been issued to WSCC, (Ref. 3810116) feedback received. Locations in principal should be ok. May need to consider utilising some of the existing street lights rather than posts and sockets with required permission in place. In addition may need permission from properties to overhang SID’s

- Bus Shelters - RTPI Displays – latest update from suppliers is installation expected early July 2024. Delayed further due to supply issues.

## 2. ADDITIONAL UPDATES

### a) Florence Park

Installation of concrete plinths for cube sculpture seats to be costed, paperwork being raised for installation approval by CDC.

### b) Whyke Oval

Installation of concrete plinths for bench seating various locations to be costed, paperwork being raised for installation approval by CDC.

### c) Litten gardens

Potential name missing from World War 1 highlighted by a relative, asked for to be added. "John Charles Boniface", Service No. G/3245 of Royal Sussex Regiment "B" Coy. 9th Bn. He died 28th September 1915 aged 17 years. Born 1898. Son of John and Ada Amy Boniface of 2 Chermside Villas, The Broadway, Summersdale, Chichester.

His name is on:

- The Royal Sussex Memorial In St George's Chapel in Chichester Cathedral
- The LOOS Memorial in France Panel 69 to 73 as detailed on Commonwealth War Graves.
- The Roll of Honour – Sussex Felpham

However, his name is omitted from:

- The book "Chichester's Roll of Honour in the Great War" (Presentation Copy)
- War Memorial, Litten Gardens

## 3. NEW PROJECTS AND PROPOSALS

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

The existing fence line (west side) 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).

We also require further fencing on the east side in two places, additional 45m and now in the north-east corner to fence off the boundary between houses who had licence to access their plots, but no longer have plots.

#### Quotes:

Company "A" – £

Company "B" – £

Company "C" – £

Plus, stump grinding on the west side - £ 270.00

Recommendation:

**Note:** Above figures to be advised at meeting.

**ACTION:** Approval of expenditure required

### b) IT & Phone System

New "Meshed" wireless network to be installed to increase security and bandwidth to venue users, staff and for new VOIP phone system.

Evaluate VOIP solution suppliers. – Note: See item 9.

**c) Vehicle Replacement**

Ford Tipper Truck needs to be replaced due to future repair costs and is not in-line with our Net Zero Goal of 2030. This is a challenging project due to “Ford” being the only option that can meet our requirements, no other manufacturer can provide an option, due to tool storage requirements we need long wheelbase. Other manufacture’s only do a short wheelbase.

Ford have only just released the battery version of the transit and it would have to be customised for our needs.

FORD E-TRANSIT 4250KG L3 SINGLE CAB IN WHITE WITH REAR WHEEL DRIVE, SINGLE REAR WHEEL CHASSIS FITTED WITH BESPOKE TIPPER/CAGE/TOOLPOD CONVERSION WHICH INCLUDES:

- standard led marker light kit (around the body)
- ford mass damper (needed for conversion)
- lockable toolpod with roller shutter (w 700mm x h 1450mm x d 2000mm)
- cab high steel cage (no barn doors or roof) with nearside sliding door
- ford transit fixed flange 7-pin tow bar
- standard led beacon mini lightbar at rear of vehicile (amber 409m x 200mm x 71mm R65 approved)
- battery inverter for charging battery powered machinery (includes lesiure battery and split charge relay)
- standard tipper rear tailgate

There is only one supplier who can meet those needs. We can only purchase the vehicle by full purchase or Hire Purchase, no leasing is available.

The figures below include a £5000 government grant (providing we qualify).

Van Price	£58,000.00			
VAT	£11,600.00			
RFL/FRF	£390.00			
OTR	£69,990.00			
Deposit	£15,000.00			
Amount to Finance	£54,990.00			
TERM		36	48	60
PAYMENT		£1,784.12	£1,404.99	£1,178.62

Example HP costs if we decided to use finance:

Deposit of £15K, amount of finance would be £54.990.00

APR 14.9% - 36 months – £ 64,228.32 interest cost of loan £ 9,238.32

APR 13.78% - 48 months – £ 67,439.52 interest cost of loan £ 12,449.52

APR 11% - 60 months – £ 70,717,20 interest cost of loan £ 15,727.20

If we were to go down HP route, I’m sure we could obtain better rates, this was only an indicator from the supplier. No Leasing option is available due to the nature of the vehicle and only one supplier available due to custom build.

**NOTE:** In preparation of purchase, we have had to provide driver training and licence upgrade to C1 for Stephen Holman at a cost of £2,100.00 as the new vehicle weighs in at 4,250Kg. Stephen’s current licence only allows up to 3,500Kg

**ACTION:** Approval for expenditure required.

**d) Crush Bar and Kitchen Upgrades for Venue Hires**

The new venue terms and conditions do not allow catering to be performed in the open crush bar area. The existing carpet is 20 years old and in a terrible state despite attempts at cleaning.

Crush Bar Flooring:

Replace carpet with heavy duty Polyflor Wood FX vinyl in planked wood style.

Quotes:

Company "A" – £ 5,462.50+VAT

Company "B" – £ 7,800.00+VAT

Company "C" – £ 5,325.23+VAT

**Recommendation:** Company "C"

Crush Bar Kitchen:

Install stainless-steel splashbacks and shelves:

Quotes:

Company "A" – £ 3,627.00+VAT

In-house – £ 383.30+VAT

Kitchen equipment (Wine Bar Fridge, Freezer, Glasses Dishwasher, Bin, Paper Roll Towel Dispenser):

Quotes:

Company "A" – £ 5,046.06.00+VAT

In-house – £ 3,025+VAT

Total Cost Company "A" - £ 8,673.06

Total Cost In-house - £ 3,408.30

**Recommendation:** In-house

Ground Floor Kitchen:

Stainless-steel splashbacks and shelves, supply and install:

Quotes:

Company "A" – £ 10,028,00+VAT

In-house – £ 946.64+VAT

**Recommendation:** In-house

Kitchen equipment (2-door Fridge, 6-plate Range Cooker, Water boiler, Microwave, Bin, Paper Roll Towel Dispenser), supply and install:

Quotes:

Company "A" – £ 6,685.88+VAT

In-house – £ 6,300.00+VAT

Total Cost Company "A" - £ 16,713,88

Total Cost In-house - £ 7,246.46

**Recommendation:** In-house

Additional

Kitchen Electrics supply and install:

Quotes:

Company "A" – £ 465.56+VAT

Kitchen Ventilation:

Quotes:

Company "A" – £ +VAT

**ACTION:** Approval for expenditure required.

**e) CAB Office**

Preparing office for Citizens Advice Worker to occupy:

- Touch up decor and install new blinds
- Carpet.
- Desks.
- Accoustic Partitions.
- Chair.
- IT Equipment (3 x Screens, Keyboards and Mice, 2 x PC Units).
- Remove oil painting.

**f) Market Cross – Electrical Upgrades**

- Supply & fit 10 way distribution board complete with SPD unit and RCBO's for each circuit to replace the existing distribution board
- Supply & fit replacement white LED IP65 flood light fitting to replace the existing failed external unit
- Test, Inspect & Issue NIC EIC test certificate for the works

Total Cost £ 917.66+VAT

**ACTION:** Approval for expenditure required.

**4. ALLOTMENTS UPDATE**

1. Vacancies – 0
2. Waiting List – 95
3. 30 Day Notice Issued – 2 people (3 plots)
4. Plots Released (Non-compliance, Health) – St James (2) and Blackberry (1)