

Chichester City Council
Property Sub-Committee Report

Compiled by: A Watson (PMM)

Key:

Abbreviation	Location
CH	Council House
MC	Market Cross
LG	Litten Gardens
BF	Brewery Field
STM	St Martins Garden
WSTMG	West Street Memorial Gardens
AL(BL)	Allotment - Blackbery Lane
AL(F)	Allotment - Florence
AL(K)	Allotment - Kingsham
AL(STJ)	Allotment - St James
AL(STP)	Allotment - St Pauls
AL(RA)	Allotment - Roman Ampitheatre
AL(W)	Allotment - Whyke
STPC	St Pauls Churchyard
SID	Speed Indicator Devices
SF	Street Furniture

Date of Report	20/11/2024
Meeting Date	26/22/2024
Colour	Status
	On target
	Risk of delay
	Delivery delayed

PROJECTS COMPLETED						
Location - Title	Detail	Budget	Progress	Comments	Proposed Quarter for Progress	Lead Officer
CH - Lift - Zurich Lift Inspection	Passed for first time with no faults		Completed			AW
CH - Rear Gate	Replaced with new gate to conform to fire regulations		Completed			AW
CH - Solar 2 Install	Initial teething problem resolved all working.		Completed			AW
CH - Mayor's Parlour - Kitchenette & WC	Installed		Completed			AW
CH - Mesh WiFi	Installed and working 2 networks "Private" & Public"		Completed			AW
LG - Remembrance clean up	All completed on time including a gentle clean of monument.		Completed	Thanks to Stephen Holman & Dean Floyd for their efforts		AW
SF - Cycle Racks - Reinstate	Reinstate vandalised racks with modifies cemented in		Completed	Now ongoing maintenance, repairs as required		AW
SF - Inspect and refurbish as necessary City Council tree plaques installed on non City Council ground			Completed			AW
Report - Kitchen Upgrades	Revise the business case report supporting the kitchen upgrades project for presentation to the Finance Committee		Completed	Revised & presented		AW
Report on Solar	Produce a report for the Finance Committee showing solar energy generation, installation costs and energy use at the Council House, including historic use against post-solar-array installation		Completed	Revised & presented		AW
Report Room Bookings	Provide additional reporting on room usage, including showing the percentage of free use against paid use		Completed	See below		AW

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PROJECTS IN PROGRESS						
Location - Title	Detail	Budget	Progress	Comments	Proposed Quarter for Progress	Lead Officer
CH - Accessibility to stairs	S36 Scalacom Stair Climber with headrest, 2 year warranty, training for 4 persons and delivery	£5,895.00	In progress	Awaiting delivery w/c 15/11/2024. Project approved by Finance Committee 06/11/2024.	Q3	AW
CH - Repairs to Roof Barriers	Report from structural engineers to initiate repairs	£850.00	In progress	Structural Engineer appointed. Due w/c 02/12/2024 (Initial finding wrong fittings used at time of construction)	Q3	AW
CH - Secondary Glazing - Phase 1	Installation of secondary glazing on insulate builind and reduce heating costs and offset CO ² emmissions	£31,389.00	In progress	Due for completion 06/12/2024. Outstanding Lion Street doors & main landing window. Phase 2 Chamber will be completed in January 2025 (£8,765.00)	Q4	AW
CH - Kitchen Upgrades	Upgrades to enable caterers to provide hot meals and bar services	£19,453.00	In progress	Progress, slow due to current booking levels, will be accelerated in January 2025, Crush Bar is being focused on in December around bookings	Q4	AW
CH - OCR Replacement Roof Lattern	Design and Obtain LBC consent	£3,250.00	In progress	Architects appointed. Draft design and proposal received for review and awaiting indicative costs for supply & installation	Q4	AW
CH - Roof Insulation	Insulation of roof spaces	£3,790.00	Awaiting time to schedule	Insulation to order	Q4	AW
CH - Solar 2 - Additional Batteries	Additional batteries to provide cost effective power savings and offset CO ² emmissions	£4,964.00	In progress	Ordered awaiting delivery & install. To be installed in loft above lift adjacent to existing battery - Approved by Finance Committee 06/11/2024	Q3/4	AW
CH - CAB office - Replacement carpet	Replace threadbare carpet	£1,219.66	In progress	Due 05/12/2024 - Contrator	Q3	AW
CH - Assembly Room - Replacement Blackout Blinds	2 blinds broken, replace all 3 blinds	£594.01	In progress	Approval was given by Property Sub-committee by email. Install booked for 22/11/2024 - In-house	Q3	AW
CH - Town Clerks Office - Damp	Address damp issues	TBA	Ongoing	Established - membrane does not exist between brickwork and insulated plasterboard. Plasterboard will need to be removed and membrane installed, insulated plasterboard to be replaced	TBA	AW
CH - Disposal of Assets	Place Muller painting for sale with Strides Auctions		In progress		Q4	MC
CH - OCR increase occupancy	Investigate how improvements to the level of usage of the Old Court Room can be achieved and report back to the Sub-Committee		In progress		Q4	AW, CA, PL
AL(STP) - Replacement Fencing	Replace 260m of old fencing with green mesh 6ft high to make allotment secure and remove spiked wrought iron railings which present a H&S risk	£20,859.80	In progress	Contractor appointed failed to deliver projec, despite vetting process. Replacement contractor appointed starts w/c 02/12/2024, estimate 2 weeks to complete (Subject to weather). Cost were approved due to vetting process. Cost have increased from £13,500 to £20,859.80	Q3	AW
BF - Topping of Trees	Topping of trees	£1,650.00		CDC permission granted, contractor appointed. Due January 2025	Q4	AW
LG - Add name to monument	Sussex regiment name missing	£750.00	In progress	LBC Granted, to place order on stone masons		AW
LG - Pathways	Resurfacing of pathways			Invbestigate options for a new surface that is less muddy and does not have loose gravel	Q4	AW
AL(W) - Tree reduction	Tree overhanging road, impacting high vehicles	£680.00	In progress	Contractor appointed. Due		AW

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NEW PROJECTS						
Location - Title	Detail	Budget	Progress	Comments	Proposed Quarter for Progress	Lead Officer
CH - Replacement Phone System	The council needs to replace the existing phone system that is 20 years old (Not supported), BT Line costs have escalated to ridiculous cost £230 per month on average	See report	Approval required	3 service providers have provided quotes and have had meeting with AW & GB	Q3/4	AW & GB
CH - Green Room - Ceiling	Ceiling has been identified as a fire risk due to fibreboard, method of construction & no insulation	TBA	Approval Required	Ceiling replaced onstruction need to be strengthened with fire rated brackets and plasterboard. Additionally new insulation and purpose built loft hatch installed to maintain electrics and data points	Q4	AW
BF - Tree Pruning (North)	Trees overhanging neighbours	TBA	Approval not required	Awaiting quotes		AW
BF - Public Orchard	CDC grant available for tree planting of orchards around the city	TBA	Approval required	Meeting with CDC established we are able to apply and sites meet T&C's of project. 100% grant. Once approved CCC pay and CDC will refund	Q3/4	AW & ST
AL(STP) - Public Orchard	CDC grant available for tree planting of orchards around the city	TBA	Approval required	Meeting with CDC established we are able to apply and sites meet T&C's of project. 100% grant. Once approved CCC pay and CDC will refund	Q3/4	SW & ST
CH - Water Fountain	Water Fountain in Portico to provide water for public drinking	TBA	Approval required	LBC consent will be required	Q4	AW
CH - Shop Mobility Chichester	Mobility Scooters to be hired out for non-profit for accessibility around Chichester City Centre for residents and Tourists			Caroline Sanderson VAAC & Ambassador for Accessibility Kerenza Holzman VAAC approached the council to house mobility scooters and rent out due to our central location. The project was running prior to COVID and was disbanded by CDC. Funding would be required and CCC to resource and administer trial. Initial Setup Costs £4,000-£7,000 (Purchase of 2 Scooters, Public Liability Insurance, Servicing & Warranty 3 years)	Q4	AW & ST

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ALLOTMENTS

Statistics	Waiting List	Vacancies	Leavers Current Year	Uncultivated Notices
AL(BL)	20	0	4	1
AL(F)	16	0	1	0
AL(STJ)	15	3	20	3
AL(K)	13	0	4	1
AL(STP)	53	3	10	1
AL(RA)	23	1	3	2
AL(W)	17	0	4	0

Plot Conditions	Number s (All Sites)
Excellent	186
Good	205
Fair	36
Poor	17
Neglected	2
Exempt (Health Issues)	13

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ROOM BOOKINGS

NOTE: Working with Hallmaster for more accurate reporting

