



# HERITAGE, DESIGN & ACCESS STATEMENT

REPLACEMENT ROOF LANTERN TO THE OLD COURT ROOM & ASSOCIATED  
CONSERVATION REPAIRS

for

Chichester City Council

at

THE COUNCIL HOUSE,  
80 NORTH STREET,  
CHICHESTER,  
WEST SUSSEX.  
PO19 1LQ

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## 1. INTRODUCTION

1.1. This Heritage Statement has been prepared by *Meynell Hayes Ltd Architects & Surveyors* on behalf of Chichester City Council to assess the impact of the proposals on The Council House, Chichester. This document supports an application for Listed Building Consent and Full Planning Permission.

1.2. This statement has been prepared in support of applications for;

*Replacement Roof Lantern and Associated Conservation Repairs*

1.3. The purpose of the report is to assess the significance of the building and the potential impact of proposals. The report and associated *Historic Building Assessment* cover the following key issues:

- A summary of the design and construction of the building and its surroundings,
- A statement of significance related to the building and its setting,
- An impact assessment of the proposed works in the context of current planning policy.

1.4. The report should also be read in conjunction with the submitted drawings and supporting information including;

- C.1217-01 Location and Block Plan
- C.1217-02A Existing Ground Floorplan
- C.1217-03B Proposed Ground Floorplan
- C.1217-04B Existing Roof Plan
- C.1217-05B Proposed Roof Plan
- C.1217-06 Existing and Proposed East (Principal) Elevation
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- C.1217-08B Existing and Proposed West (Rear) Elevation
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- C.1217 Site Photographic Schedule
- C.1217 Schedule of Materials and Finishes
- C.1217 Method Statement – Materials and Workmanship
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## 2. CONTEXT AND HISTORIC SIGNIFICANCE

### 2.1. Context

The Council House falls within the Chichester City walls and is within the Chichester Conservation Area. The property is located at 80 North Street on the East side of the road.



**Figure 1: Aerial view with the site roughly outlined red.** (Google Maps, 2024)

The application site is a section of pitched roof over the 'Old Court Room' and relates to the replacement of an existing wired glass and aluminium framed roof lantern. The surrounding area contains modern safety railings, air conditioning units, modern lighting and an element of the adjacent roof comprising a similar glazed element (replaced in 2019). The existing modern lantern is believed to have been installed in the late C20 and is not readily visible from anywhere externally.

### 2.2. Designations

The application site, The Council House, is a listed building in a Conservation Character Area 4 - North-west quadrant: County Hall and North Street

Within the Chichester Conservation Area Character Appraisal, The Council House and Assembly Room along with the Market Cross and Buttermarket are noted to be the most important buildings on North Street.

The Council House was Grade II\* listed in July 1950. The list Entry Number is 1354331 and reads as follows:

*Council Chamber 1731. Architect Roger Morris. Red brick. Built out over the pavement on arcade. 4 stone Ionic columns above supporting entablature and solid parapet with inscribed tablet in parapet and figure of lion above. Large round-headed window in centre and 1 plain*

*sash window on each side with empty niches for statues beyond. Addition to the south 1880. The Pudens stone (1783) is built into the wall under the arcade. The Assembly Rooms behind 1783. James Wyatt Architect.*

### 2.3. Significance

Assessing significance is a key principle for managing change to heritage assets and is embedded within current national and local planning policy. Significance can be measured according to hierarchical levels. These are generally accepted as:

- Exceptional – an asset important at the highest national or international levels including scheduled ancient monuments, Grade I and II\* listed buildings and World Heritage Sites. Substantial harm should be wholly exceptional.
- High – a designated asset important at a regional level and also at a national level, including Grade II listed buildings and conservation areas. Substantial harm should be exceptional.
- Medium – an undesignated asset important at a local to regional level, including local (non-statutory) listed buildings or those that make a positive contribution to the setting of a listed building or to a conservation area. May include less significant parts of listed buildings. Buildings and parts of structures in this category should be retained where possible, although there is usually scope for adaptation.
- Low – structure or feature of very limited heritage or other cultural value and not defined as a heritage asset. May include insignificant interventions to listed buildings, and buildings that do not contribute positively to a conservation area. The removal or adaptation of structures in this category is usually acceptable where the work will enhance a related heritage asset.
- Negative – features that harm the value of a heritage asset. Wherever practicable, removal of negative features should be considered, taking account of setting and opportunities for enhancement.

### 2.4. Significance of The Council House

The Council House is of high significance as an important civic building with the Council Chamber (1731) and the Assembly Rooms (1783) being particularly well preserved and maintained. The later Court House addition (1880) is also of high significance but has seen more significant alterations and a recent extension (2002) is of lower historic significance. Features such as the modern plant and infrastructure to the roof of the Court House may be considered to have a negative visual impact on the building.

### 2.5. Archaeological Significance

The proposed works will not have an impact on archaeology.

### 3. RELEVANT PLANNING HISTORY

Relevant Planning history is as follows:

**External and internal alterations, including works to The Assembly Rooms, demolition of existing rear extension and erection of new two storey rear extension.**

Ref. No: 99/01500/LBC | Status: Permit

Ref. No: 99/01501/FUL | Status: Application Permitted with S106

**Installation of air conditioning unit on roof of building and associated equipment within the roofspace.**

Ref. No: 06/03506/LBC | Status: PERSS

**Enclose old public gallery (at present used for storage) in the Old Court Room with a glazed screen, to provide a small meeting room. Strengthen floor structure with steel beam but without removing existing timbers. Replace modern flush ply faced doors with fully galzed doors to match those adjacent.**

Ref. No: 07/02863/LBC | Status: PERSS

**Replace existing timber and georgian wired glazed roof lantern above lift lobby staircase with new timber framed double glazed roof lantern with gable ends, and associated works.**

Ref. No: 19/00144/LBC | Status: Permit

Within the delegated report for this application it is noted that; *the Council's Conservation Officer was consulted and provided verbal comments; stating that although us of double-glazing is not preferable and not typically permitted on listed buildings, the roof lantern would not be visible externally and would only have limited internal views. It was considered that the use of an appropriately finished timber frame was more important and deemed appropriate in this instance.*

**Image 2:** Nearby roof lantern replaced in 2019. Style of replacement lantern shown in right image.



**EXISTING**

**PROPOSED**

**Proposed installation of 17 no. solar panels to the south elevation of roof.**

Ref. No: 21/01379/LBC | Status: Permit

**Installation of solar panel array to south facing roof.**

Ref. No: 21/01680/FUL | Status: Permit

**Erection of additional 21 no. solar panels on roof.**

Ref. No: 24/00534/LBC | Status: Permit



#### 4. RELEVANT LEGISLATION AND PLANNING POLICY

4.1. Planning policy relevant to this application comprises the 1990 Listed Buildings and Conservation Areas Act, and the National Planning Policy Framework (NPPF).

##### 4.2. Listed Buildings & Conservation Act 1990

The protection of Listed Buildings and Conservation Areas are an additional system of control imposed by Planning (Listed Buildings and Conservation Areas) Act 1990. Under these provisions, there is substantive duty in relation to Listed Buildings and Conservation Areas (Section 66(1)) that when considering whether to grant planning permission for development which affects a listed building or its setting, decision makers are required to pay special regard to the desirability of preserving the building or its setting or any features of architectural or historic interest which it possesses.

##### 4.3. National Policy

The NPPF defines listed buildings as designated heritage assets and in determining applications local planning authorities should require an applicant to describe the significance of any heritage assets affected including any contribution made by their setting.

In determining planning applications involving heritage assets, in Paragraph 203 of the NPPF requires planning authorities to take account of:

- The desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;
- The positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality; and
- The desirability of new development making a positive contribution to local character and distinctiveness.

The presumption in favour of sustainable development is set out at Paragraph 11, which the Government maintains is at the heart of the Framework. For decision-taking the presumption in favour of sustainable development means:

c) Approving development proposals that accord with an up-to-date development plan without delay.

##### 4.4. Local Planning Policy: Chichester local Plan 2014-2029

The following are policies relevant to the proposed application works:

###### Policy 1 Presumption in Favour of Sustainable Development

‘Planning applications that accord with the policies in this Local Plan (and, where relevant, with policies in neighbourhood plans) will be approved, unless material considerations indicate otherwise.’

###### Policy 40 Sustainable Design and Construction

Refer to section 6.3 Environmental Sustainability and Separate Sustainability Statement for further details.

#### Policy 47 Heritage and Design

New development is required to recognise, respect and enhance local the distinctiveness and character of the area and heritage assets. Refer to the accompanying Heritage Statement, Historic Building Assessment and Conversion Method Statements for further details.

#### 4.5. **Chichester Neighbourhood Plan**

There is currently no Neighbourhood Plan.



## 5. HISTORIC BUILDING ASSESSMENT

- 5.1. The Council House in North Street, Chichester is a group of connected buildings built at different times between 1731 and 1881.

*The Palladian style appeared very early in West Sussex, mainly through various works carried out by Roger Morris for the Duke of Richmond, including Fox Hall, Charlton, of 1730... Morris with more application than talent, did the Council House (Williamson et al, 2019).*

The frontage of the Council House is a red brick rectangular structure and is Palladian in style. At the top of the facade under the Lion is a Latin inscription which in translation reads as follows :

IN ORDER THAT THE COUNCIL AND THE PEOPLE OF CHICHESTER  
AND THEIR POSTERITY MIGHT BE HAPPY AND FORTUNATE,  
THIS COUNCIL HOUSE WAS BEGUN AND COMPLETED IN THE  
YEAR OF OUR LORD 1731,  
IN THE REIGN OF GEORGE II, ELECTOR AND KING

An assembly room existed in North Pallant up to the early 19th century but this was supplemented by a new Assembly Room added to the back of the Council House in 1781-83 by James Wyatt who was working at Goodwood at the time.

*A three-storey south addition of 1880-81 containing a courtroom refreshingly maintains the style and materials of 150 years earlier. (Williamson et al, 2019).*

### 5.2. Historic Development of The Council House

The suggested sequence of construction is briefly outlined as follows:

**1731** – The Council House was designed by Roger Morris and built shortly afterwards.

**1781-83** – The Assembly Rooms were added to the rear (east) of the building.

**1880** – The Courtroom was added to the South of the Council House.

**1960s – 1990s** – Various alteration works undertaken including the removal of various chimney stacks, presumed installation of central heating system, installation of roof lanterns and installation of modern welfare facilities. It is understood that the current glazed roof lantern over the Old Court Room was installed during this period.

**1999-2002** - A general refurbishment of the building was carried out by the Hunt Partnership and including an extension to the rear (east) of the Old Court Room.

**2000s** – Alterations to the gallery of the Old Court Room including new glazed screen, installation of air conditioning units to the roof above and installation of modern metal safety railings to roof areas.

- 5.3. A brief analysis of cartographic and historic photographic sources is detailed below and identifies various phases of development to The Council House. Along with the Historic Building Assessment, this has been used to better understand the relative significance of different areas of the building, in particular the roof lantern and to inform the proposals.



**Figure 2: Ordnance Survey 1896.**

The Council House (circled red) with Assembly Rooms to East and Old Court House to South.



**Figure 3: Ordnance Survey 1875.**

The Council House (circled red) with Assembly Rooms to East prior to the construction of The Old Court Room.



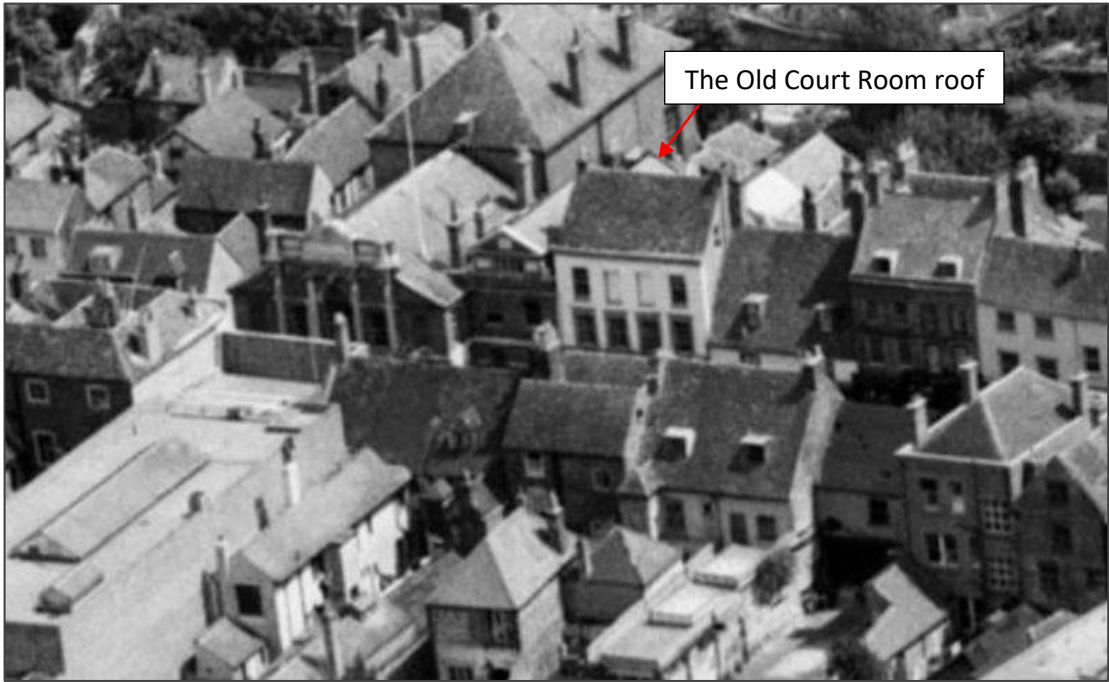
**Figure 4: Survey Map 1812 by George Loader**

Extract of a map of Chichester from a survey of the city undertaken in April 1812 by George Loader. The Council House (circled red) prior to the construction of the Old Court Room.



**Image 4: Aerial photograph dated 1920 (Council House and Assembly Rooms circled red).**





**Image 5:** Aerial photograph dated 1947.



**Image 6:** Aerial photograph dated 1949

## 6. DESIGN AND IMPACT OF PROPOSALS

The existing roof lantern is modern and is believed to have been installed in the 1970-80s. The design of the existing rooflight is relatively unsympathetic to the host listed building with modern obscure wire glass of poor visual quality and projecting awkwardly above the slate roof covering. Furthermore, the existing rooflight is in poor condition with deteriorating fittings and broken / defective glass.



**Image 7:** The existing roof lantern as viewed from the North side. The wired glass and tired looking mechanical vents detract from the visual appearance of the Listed Building.

The existing lantern has deteriorated due to age and weathering and is of poor visual quality.

The lantern is no longer fit for purpose with the mechanical extraction being both inadequate and poorly functioning which leads the Courtroom to overheat during the summer months. The extraction fan is also loud when in operation which negatively impacts upon the use of the Courtroom during functions.

The proposals will see the careful removal of the existing roof lantern and installation of a new aluminium framed replacement within the existing aperture and of a similar pitched design to the existing. The benefits of the replacement roof lantern compared to the existing will include;

- Significant enhancement to thermal performance which will contribute towards the City Council's environmental target for the Council House to become a zero carbon building by 2030.

- Electric opening sashes to better naturally ventilate the Old Court Room and passively cool the room.
- A replacement that is compliant with modern building regulations
- A design which is in keeping with the character of the building (restoring the earlier roofline) – Lantern to be recessed into the roof covering and with anthracite grey frames to help the structure visually recede into the adjacent slate roof covering

### **Layout, Appearance and Scale**

The proposed work will not require any changes to the existing roof aperture with a closely matching layout and arrangement of glazed lights. There will be no impact on the size and scale of the lantern with a slightly more traditional appearance created by the reintroduction of a handmade clay ridge tile detail.

The proposed replacement would be in the same position as the existing and comprise predominantly the same materials albeit with anthracite grey powder coating in lieu of unfinished aluminium profiles. Proprietary aluminium flashings will be used and double glazing is proposed rather than wired 6mm obscured wired glazing.

### **Interpretation and Impact on Significance**

The proposed works will not be intrusive to the historic fabric and do not require any structural alterations. The roof lantern is located in a somewhat cluttered 'back of house area' of the roofs which is of relatively low significance and poor visual quality (albeit not visible from ground level or the public realm).

The existing lantern is in poor condition and may shortly present a safety hazard as it deteriorates further (as the glazing continues to slip). The replacement will provide benefit to the building and its users by improving the natural daylight, thermal performance and ventilation to the Old Court Room and will comply with modern Building Regulations.

It is important to note that the existing opening and glazing is a modern insertion or alteration of the historic fabric and should be read as such. It is felt that a modern glazing treatment would therefore present an honest and legible interpretation of the roof lantern as modern.

Though it is acknowledged that double glazing is not ordinarily accepted to Listed Buildings, it is felt that this will still provide visual enhancement compared to the existing modern obscure, wired glazing of poor condition. The proposed glazing treatment would match all other rooflights approved to the listed building including a double glazed rooflight over the Wardens quarters, the recently replaced lantern over the rear stairwell and the rooflights over the rear extension. Refer to drawing *C.1217-04B Existing Roof Plan* for further details.

Consent for double glazed units was granted for a nearby replacement lantern under application 19/00144/LBC. In determining this application, it was noted that;

*the Council's Conservation Officer was consulted and provided verbal comments; stating that although use of double-glazing is not preferable and not typically permitted on listed buildings, the roof lantern would not be visible externally and would only have limited internal views. It*

*was considered that the use of an appropriately finished timber frame was more important and deemed appropriate in this instance.*

The existing modern lantern is located alongside more modern additions and Air conditioning plant and there would be an overall improvement to the existing lantern including the improved quality of finishes and glazing efficiency.

Please refer to drawings C.1217-13 & 14 for detailed elevations and sections showing the size and configuration of the proposed lantern at 1:20 scale.

When considering the impact of insulated glazed units (IGUs) on the building it is important to note that the units would be installed into non-historic opening of a modern design.

Guidance from Historic England in 'Traditional Windows: their care, repair and upgrading' (p.54, 2017) specifically addresses the subject of thermal upgrading of windows and double glazing. This notes that;

*Double glazing could be considered in these circumstances:*

*- where a historic window retains no significant glass, and has sufficiently deep glazing rebates and is robust enough to accommodate the increased thickness and weight of IGUs without significant alteration (for example, late Victorian or Edwardian 'one-over-one'sash window or a simple casement)*

[The existing lantern contains no historic glass and the structure would not require upgrading to accommodate IGUs]

*- where an existing replacement window of sympathetic design is to be retained and is capable of accommodating IGUs*

[The proposed installation conforms to this requirement]

The Historic England guidance note also suggests that;

*In cases where the significance of a building has been harmed by the installation of replacement windows of non-historic design, consideration may be given to the installation of new slim-profile double-glazed replacement windows where:*

*- the new windows are of a more sympathetic design and the net impact on significance will be neutral or positive*

[It is felt that the proposed design of the lantern will be more sympathetic and have a relatively positive impact upon significance]

*- no incidental damage to the building fabric will result from the removal of the existing windows*

[No damage will result from the works]



Overall, the proposed fenestration will closely match the design and glazing treatment of other similar approved schemes for the listed building and it is felt that the net impact of the proposals on the significance of the building will be neutral or positive, particularly when considering the merits of the design which will be clearly legibility as a modern intervention, considerably more functional when compared to the existing lantern and of improved environmental sustainability.

### **Sustainability**

As part of their *Council Plan 2024-2029*, the City Council has set out its plan to *reduce our carbon footprint to reach net zero by 2030* (Chichester City Council, 2024) and the upgrading of the modern roof lantern seeks to help achieve this objective.

The proposed replacement lantern is intended to address the significant loss of heat during winter months due to the poorly detailed single glazed existing arrangement.

Existing glazing thermal performance – U-value 4.8-5.8W/m<sup>2</sup>K

Proposed glazing thermal performance - U-value 1.2W/m<sup>2</sup>K

The proposed glazing will be more than 4 times more energy efficient compared to the existing.

The window is also south facing which leads to overheating within the Old Court Room during the summer months. A solar reflective film will be incorporated to the new glazing to limit the solar gains. Electric opening window sashes are also proposed to allow ventilation of the space when required.

#### **6.1. Associated Conservation Repairs Works**

A number of other conservation repairs are proposed and briefly comprise;

- Localised repair to the existing tile hanging adjacent to the roof lantern.
- Replacement of missing and defective slates to the pitched roof over the Old Court House and replacement of modern concrete ridge tiles with handmade clay alternatives
- Localised repointing to the gable and parapet wall using lime mortar

All repair works will follow best practice guidelines as set out by Historic England.

#### **6.2. Materials**

Sympathetic finishes are proposed to respect the quality of the existing building and help protect the identity of the heritage asset. It is believed that the proposed materials will help to better visually integrate the lantern into the host building and the wider setting. Please refer to the Photographic Schedule and Schedule of Materials and Finishes for further details.

All materials will be carefully selected to ensure they are of the highest quality. Sample materials and panels are also offered for review by the Planning Authority to ensure that these details are entirely in keeping.

## 7. ACCESS

### 7.1. Vehicular Access

The application will not affect vehicular access to the building.

### 7.2. Pedestrian Access

The application will not affect pedestrian access to the building.

## 8. CONCLUSION

- 8.1. The Council House is a grade II\* listed building with a modern roof lantern over the Old Court Room, an 1880 addition to the original building. The existing roof lantern is in poor condition and in need of replacement as a priority.
- 8.2. The original building is considered of High Heritage Significance as an example of a purpose built civic building of high design quality. Some features, including the modern roof lanterns are of low historic significance and may even be considered to have negative impact on the heritage asset.
- 8.3. The proposals are for modest amendments and improvements to the existing design with a proprietary aluminium framed lantern proposed and traditional handmade clay ridge tile detail to be reinstated. The proposed design and scale will remain virtually as existing but with the lights recessed into the roof covering and in a finish which is sympathetic to the appearance of the host building.
- 8.4. The replacement of the existing lantern would not result in the loss of any historic fabric or any element of architectural merit. The proposals seek to use appropriate materials in a more sympathetic and traditional style.
- 8.5. The proposals to upgrade the existing, poor quality roof lantern provide an important opportunity to contribute towards the City Councils Plan to reduce their carbon footprint to reach net zero by 2030.
- 8.6. The proposed use of double glazing is felt to be justifiable in this case and will provide significant improvement to thermal performance along with improved ventilation and cooling of the space through the introduction of electrically opening window sashes.
- 8.7. All work will be of high visual quality using materials, finishes and detailing that have been carefully specified to respect the Listed Building. In combination with localised conservation repairs, it is felt that the works will help to preserve the significance of the building for the future.
- 8.8. In accordance with the presumption in favour of sustainable development, this application should be supported with planning permission and listed building consent being granted at the earliest opportunity.

*Meynell Hayes Ltd - October 2024*

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# METHOD STATEMENT MATERIALS & WORKMANSHIP

REPLACEMENT ROOF LANTERN TO THE OLD COURT ROOM & ASSOCIATED  
CONSERVATION REPAIRS

for  
Chichester City Council  
at

THE COUNCIL HOUSE,  
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**METHOD STATEMENT - MATERIALS & WORKMANSHIP**  
**REPLACEMENT ROOF LANTERN AND ASSOCIATED CONSERVATION REPAIRS**  
**AT**  
**THE COUNCIL HOUSE, CHICHESTER, WEST SUSSEX.**

**MATERIALS WORKMANSHIP GENERAL**

1. Goods and materials shall be of good quality and, in any event, not of a lower standard than the relevant current British Standard or Code of Practice. Manufacturers' instructions on the use or installation of the products are to be referred to and strictly observed.
2. Where applicable, Guarantees / warranties for materials, services and systems to be provided to the Client upon completion.
3. A clean and tidy site is to be maintained as far as is reasonably possible.
4. Screens and dust sheets are to be used to protect the Works and adjoining buildings while work is in progress.
5. Operatives are to wear suitable protective clothing and comply with the current requirement of the Health and Safety at Work Act.
6. All completed work to be carefully protected during the course of the works.
7. All materials are to be carefully protected from damage by rain, frost, excessive heat, etc.
8. Generally, unless otherwise specified all external stainless steel. Ferrous fixings and components shall only be used where specifically called for.
9. All mortar and plaster mixes shall be made up as directed on site and samples of the stuff and samples of the work in place shall be provided for approval, including adjusting and remaking as required.

## ROOFING - SLATES

- Tilting Fillet  
Impregnated softwood as drawn to prevent sarking from troughing at eaves.
  
- Sarking  
Untearable felt as drawn and scheduled.  
Lap joints 150mm: vertical joints over supports.  
600mm wide strips over general underlay at hips, valleys, ridges, etc.  
Turn up and around pipes.  
Allow sufficient felt to dress into gutters and over gable walls:  
pull tight to prevent troughing.  
Fix with 20mm large headed clout nails.
  
- Battens  
50x25mm impregnated softwood: gauge as drawn and scheduled.  
Additional battens at ridges and eaves for double slating,  
Joint with square ends over supports: not more than 1 batten in  
4 joined over each support: minimum 1200mm length.  
Fix with 65mm long x 3.5mm diameter galvanised wire cut nails.
  
- Valley Boards  
200x12mm impregnated softwood for lead lined valley gutters.
  
- Slates  
Natural slates as drawn to closely match existing including necessary slate and halves,  
eaves slates etc.
  
- Sorting and Holing  
Sort into batches of equal thickness: thickest at eaves: thinnest at ridge.  
Use equal thickness slates in any one course: lay with thicker end as tail.  
Hole from bed side: 25mm from edge.
  
- Laying  
4mm staggered joints: lap as drawn and schedule: slate and half at ends to bond.  
Twice nail each slate with 38mm x 12 gauge copper or alloy nails: not to penetrate battens  
completely to avoid damaging sarking.
  
- Eaves  
First course of short under eaves slates laid on backs and head mailed: second course of  
full slates.  
Project eaves slates 50mm beyond fascia.
  
- Top Course  
Top and under top courses of length required to maintain lap.  
Remove upper corners of under top course.  
Head nail top course: bed in 1 :3 NHL 5: fine rendering sand mortar.
  
- Tiled Ridges and Hips  
Slate coloured handmade clay ridge tiles as drawn to suit roof pitch.  
Bed and point with 1 :3 NHL 3.5: fine rendering sand mortar with brushed finish.



Insert matching slate slips where necessary.

- Mitred Hips

600mm wide sarking strip vertically over hip rafter.

Cut slates and slate and halves to form mitre.

Attend on plumber for lead soakers.

- Open Valleys

600mm wide sarking strip vertically along centre of valley.

Cut slates and slate and halves to form 150mm clear width gutter.

- Mitred Valleys

Batten vertically on each side of valley rafters.

600mm sarking strip vertically along centre of valley.

Cut slates and slate and halves to form mitre.

Attend on plumber for lead soakers.

- Verges

Matching slate undercloak to top of wall with 40mm overhang; bed in 1:3 NHL 5 lime: fine rendering sand with brushed finish.

Carry sarking and battens over undercloak.

- Abutments

Slate and halves and cut slates as necessary.

Attend on plumber for lead flashings.

## LEADWORKING

- Underlay  
Class A building paper not subject to softening under solar heat.
- Joints across Fall  
Lap with 200mm overlap.  
Head of lower sheet fixed with large headed copper nails.
- Weathering Generally: Code 4  
As drawn.
- Valley Gutters: Code 5  
Dress over gutter board and over and 50mm beyond vertical battens:  
finish with welted edges.  
Maximum sheet length 1500 mm with 150mm laps.  
Fix with copper clout nails at head of each length and one third way down  
each edge.
- Flashings: Code 4  
Welt top edge 10mm: turn 20mm into groove: wedge at 600mm centres:  
lap upstand by 75mm: clip bottom edge at 600mm centres.
- Tiles: Code 4  
Upstand to pipes, etc minimum 100mm: base size to suit roofing: burn  
seams.
- Wedges  
20 x 20 mm shaped strips: drive full depth into groove to secure top edge  
of flashing.
- Clips: Code 6  
50 mm wide strips: short end folded to cover fastening: long end welted  
25mm over edge of sheet.
- Burning  
Cut, fold and burn joints where bossing would unduly thin sheets: seams  
minimum one third thicker than sheets.
- Soakers  
To abutments: width to allow minimum 100mm under tiles: upstand to  
allow 75mm lap by flashing.  
To mitred roof valley and hips: 200 x 200mm each side of mitre.
- Patination Oil  
Smear newly fixed lead with quick drying weathering oil to avoid staining  
of adjoining materials.

## LIME MORTAR - WORKMANSHIP

1. Mortar shall match the existing as closely as possible. The Contractor shall allow for executing sample panels of pointing for the approval of the Architect before the work is put in hand.

Generally mortar should comprise either NHL 2 or Lime putty in a ratio of 1:2 or 1:2 ½ mix. In external areas a ratio of 1:2 would generally be required and NHL 3.5 may be considered appropriate in certain circumstances dependent on the exposure and location of the pointing and type of joints required.

The addition of additives and pozzolans may be considered where appropriate to match existing mortar mixes. Care should be taken however to avoid affecting the integrity of the mortar. Inert additives may be considered as appropriate alternatives to match existing mortar in colour and texture.

The Contractor shall be free to put forward their own recommendations for the mortar mix, but mortar incorporating "coarse stuff" consisting of sharp and gritty sand and lime putty with just sufficient water to make it workable.

This is to be left to stand for some time and kept covered with polythene to prevent drying out and when required to be "knocked up".

2. The type of pointing is to be agreed on site in relation to location and adjoining work.
3. No lime work is to be undertaken in temperatures below 5 degrees. All new work is to be adequately protected from adverse weather until the mortar has cured.

## LIME PLASTERING / REPAIR – WORKMANSHIP

### 1. Defrassing and preparation of existing Plaster

An initial assessment is to be made by the Architect as to the condition / integrity, historic significance and any decorative detail / finishes that may exist in each area of proposed works. Following agreement of the extent of works with the Architect, carefully rub down the surface of spalled / powdering plaster with a gloved hand or brushing with a soft bristle brush and prepare surface for consolidation.

Lime plaster shall match the existing work as closely as possible. The Contractor shall allow for executing sample panels for the approval of the Architect before the work is put in hand.

### 2. Fixing Laths

Fixing of laths to be 40mm nails at 150mm centres working outwards from middle of timber lath and nail heads flush. Ensure gap between laths of between 5-12mm is maintained to ensure adequate plaster key.

### 3. Any repairs shall be carried out in plaster matching the original plaster as closely as possible both in colour and in texture.

### 4. The Contractor shall be free to put forward his own recommendations for the mix using either NHL 2 hydraulic lime or Lime putty.

Generally batching mixes for plaster repairs should be calculated by weight. This will be determined by the bulk density of the lime in kg per litre (refer to manufacturer for details) multiplied by the volume of lime required - determined by the void ratio test.

This test would generally equate to 1:2 or 1:2½ to compensate for the volume of air in dried powder or water in lime putty.

Plaster is to be applied in two coats and with all cracks repacked solid or 'dubbed out' in lime putty mortar and including a proportion of horse hair in the base coat. Feather edges to all junctions to give a fair finish and face up to all other blemishes.

When incorporating "coarse stuff" consisting of lime putty / NHL 2 lime and sharp and gritty sand in the proportions of 1:2 or 1:2 ½, with just sufficient water to make it workable.

This is to be left to stand for some time and kept covered with polythene to prevent drying out and when required to be "knocked up".

### 5. Adequate drying time is to be allowed prior to the application of limewash and by agreement with the Architect.

### 6. No lime work is to be undertaken in temperatures below 5 degrees. All new work is to be adequately protected from adverse weather until the mortar has cured.

## ELECTRICAL INSTALLATIONS - WORKMANSHIP

### 1. Installation of Electrical Services

All electrical installations and cables to be installed in strict accordance with Historic England guidelines.

Works should minimise the loss of, and permanent scarring to, historic fabric (such as old walls, floors or ceilings). Ensure all new or additional items are installed discretely including any lighting, downlights, power, telephone points, television points and smoke alarms.

All replacement electrical outlets to be in existing locations as a general principle.

### 2. Cable Layout

Agree with Architect prior to starting work.

All new cabling to follow existing cable runs or common routes wherever possible to minimise the impact on the historic fabric.

Within floor voids: parallel to joists and following existing cable routes.

Within timber walls and existing floors: Follow existing cable routes and at centre line of studs.

Where possible new cable runs to be via new / modern fabric in preference to earlier or historic fabric. For example, cables serving the proposed kitchen and basement to be routed via new timber floor at ground floor level where possible to minimise affect on historic fabric.

### 3. Cable Fixing to historic fabric

Where possible within ceiling / floor voids cables to be clipped to surface of joists to minimise impact on the historic fabric.

If fixing to masonry is necessary, clips to be fixed into mortar joints between the brickwork rather than through brickwork / masonry.

Employ a minimum number of fixings as necessary to ensure safe installation of cables.

Join only at main switches, socket outlets, light points and switches.

Allow sufficient slack at terminations to permit future reconnections.

### 4. Cable Sizes

Lighting circuits minimum 1.5mm sq.

Ring circuits minimum 2.5mm sq.

Subject to derating factor.

### 5. Faceplates and fittings

All new faceplates to meet current Building Regulations requirements and to suit size of existing mountings / back boxes to avoid undue impact on walls / ceilings.

### 6. Downlights

Downlights to be discreet LED fittings with minimal projection below the ceiling line. Recessed fittings to be 60mm diameter to the loss of fabric during installation and to avoid any ceiling members.

Proposed fittings to be suitably fire rated.

### 7. Testing

On completion provide Services Authority's completion certificate to ensure safety of installations.

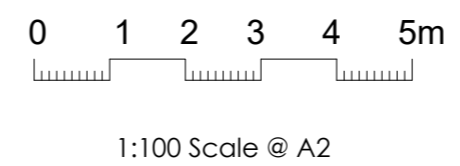
### 8. Telephone Installation

Avoid surface mounting of cables to exterior of building.



EXISTING GROUND FLOOR PLAN  
1:100 scale

**PROPOSED REPLACEMENT ROOF LANTERN & ASSOCIATED CONSERVATION REPAIRS**  
For Chichester City Council  
The Council House, 80 North Street, Chichester, West Sussex. PO19 1LQ



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The Woodyard  
Mouthes Lane  
East Ashling, Chichester  
West Sussex  
PO18 8AA

www.meynellhayes.com

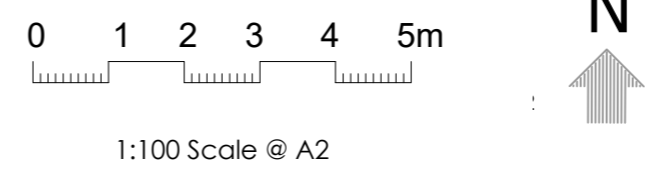


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| C.1217-02   | 12-09-24 |
| Rev.        | Date:    |
| A           | 10-10-24 |



PROPOSED GROUND FLOOR PLAN  
1:100 scale

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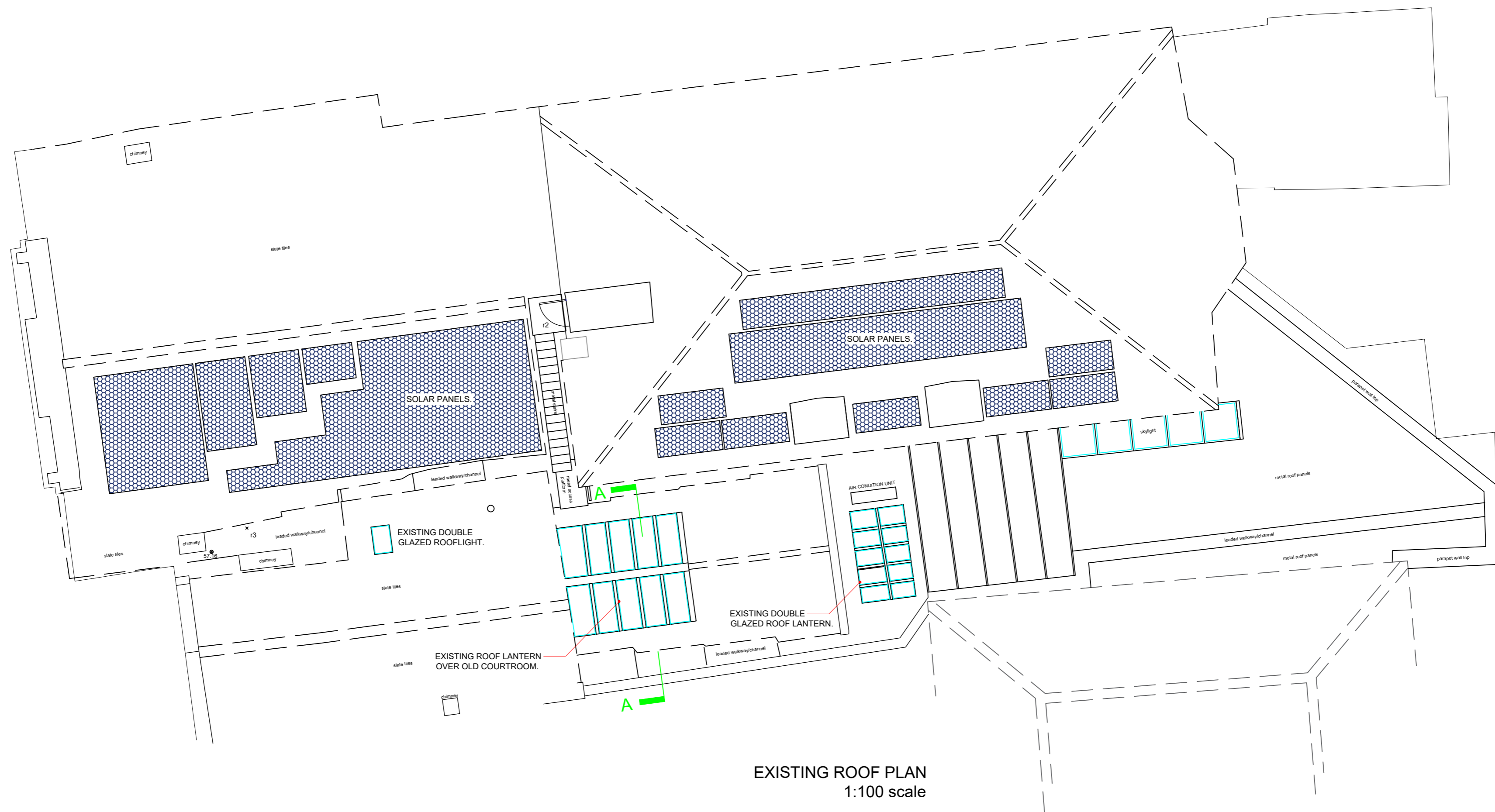


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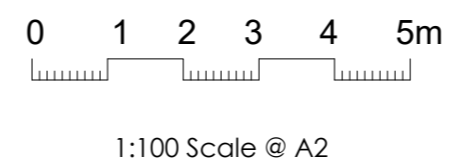


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| C.1217-03   | 12-09-24 |
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| B           | 14-10-24 |





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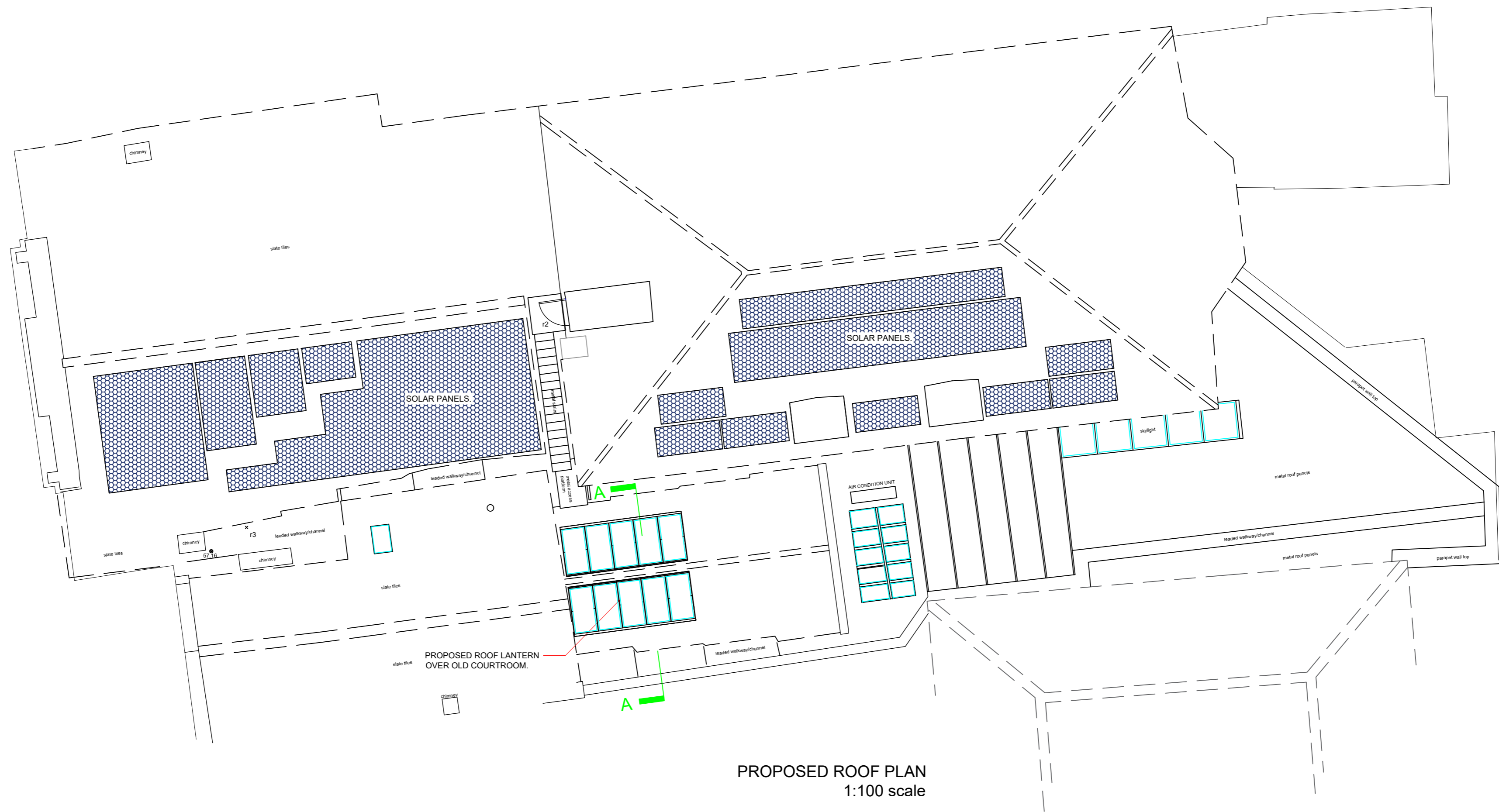


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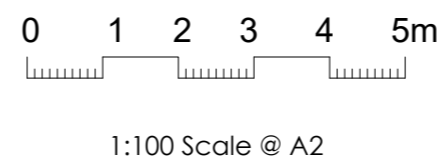


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PROPOSED ROOF PLAN  
1:100 scale

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For Chichester City Council  
The Council House, 80 North Street, Chichester, West Sussex. PO19 1LQ

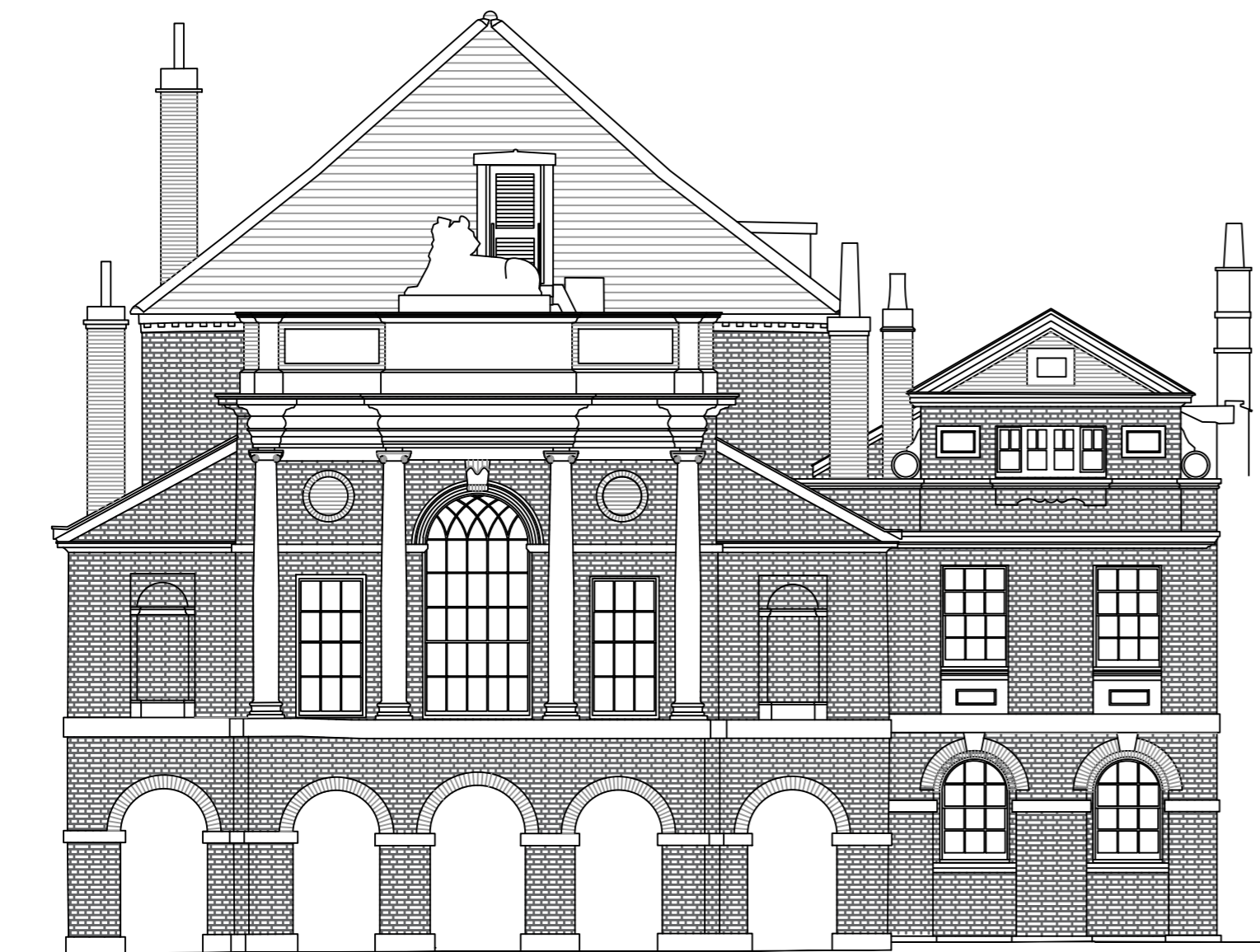


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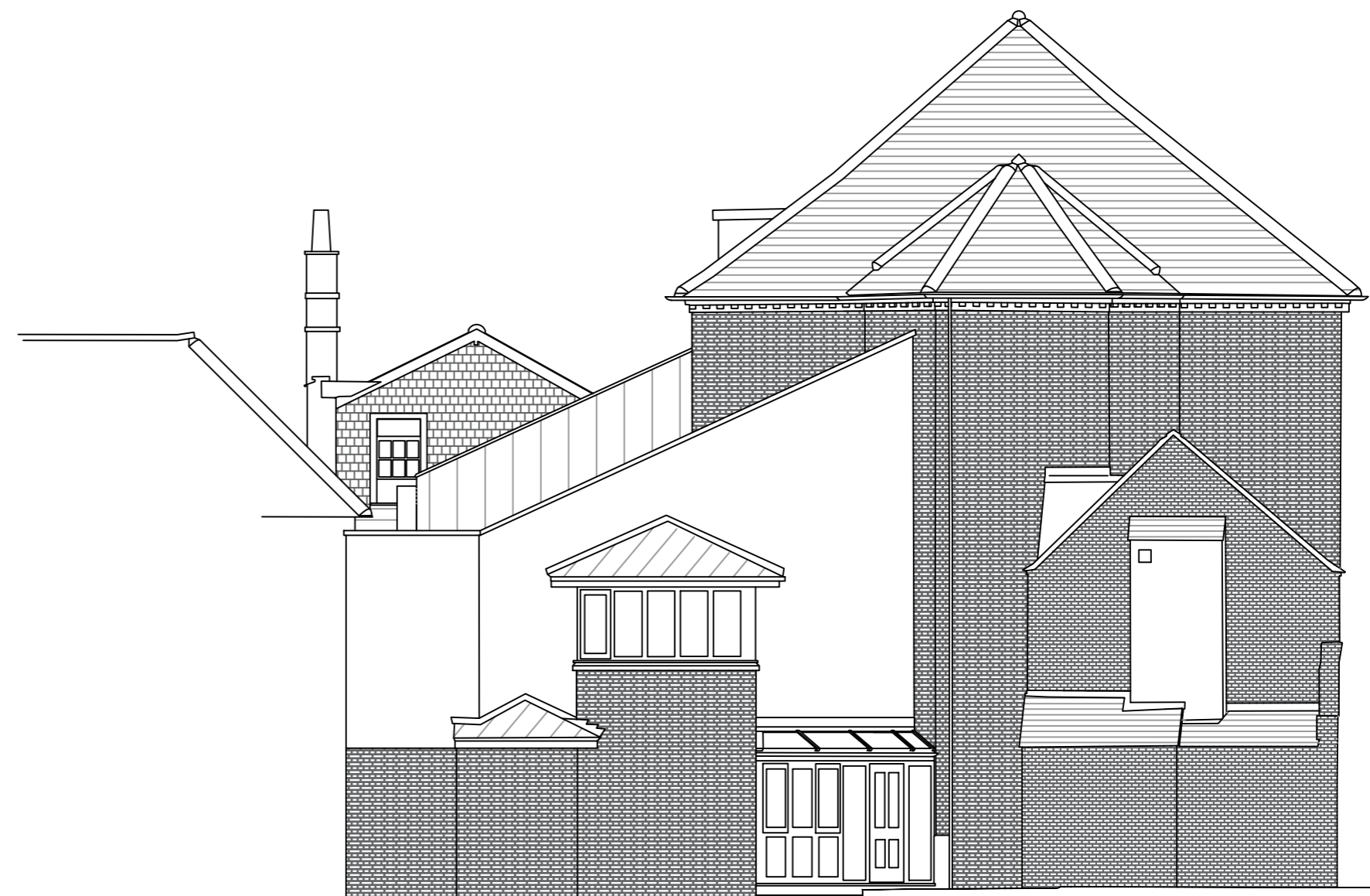
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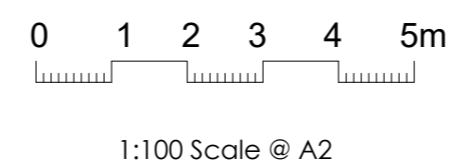


EXISTING & PROPOSED WEST ELEVATION  
1:100 scale



EXISTING & PROPOSED EAST ELEVATION  
1:100 scale

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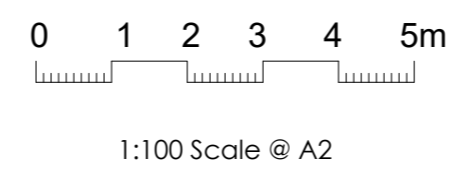
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EXISTING & PROPOSED NORTH ELEVATION  
1:100 scale

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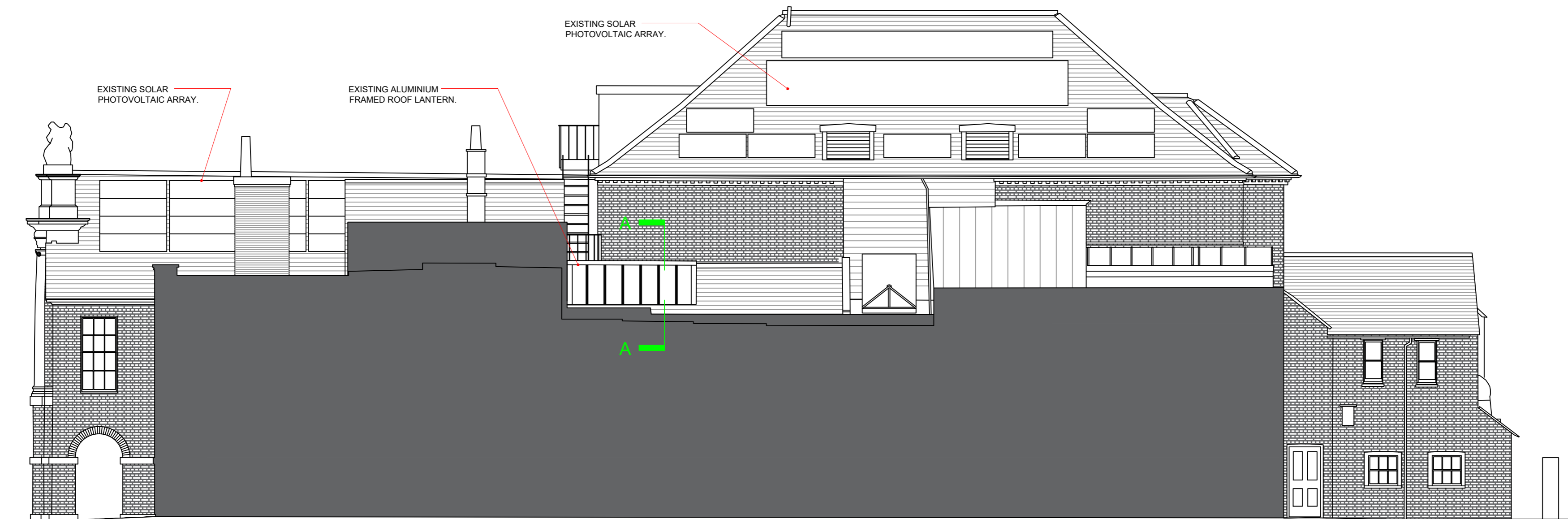


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EXISTING SOUTH ELEVATION  
1:100 scale

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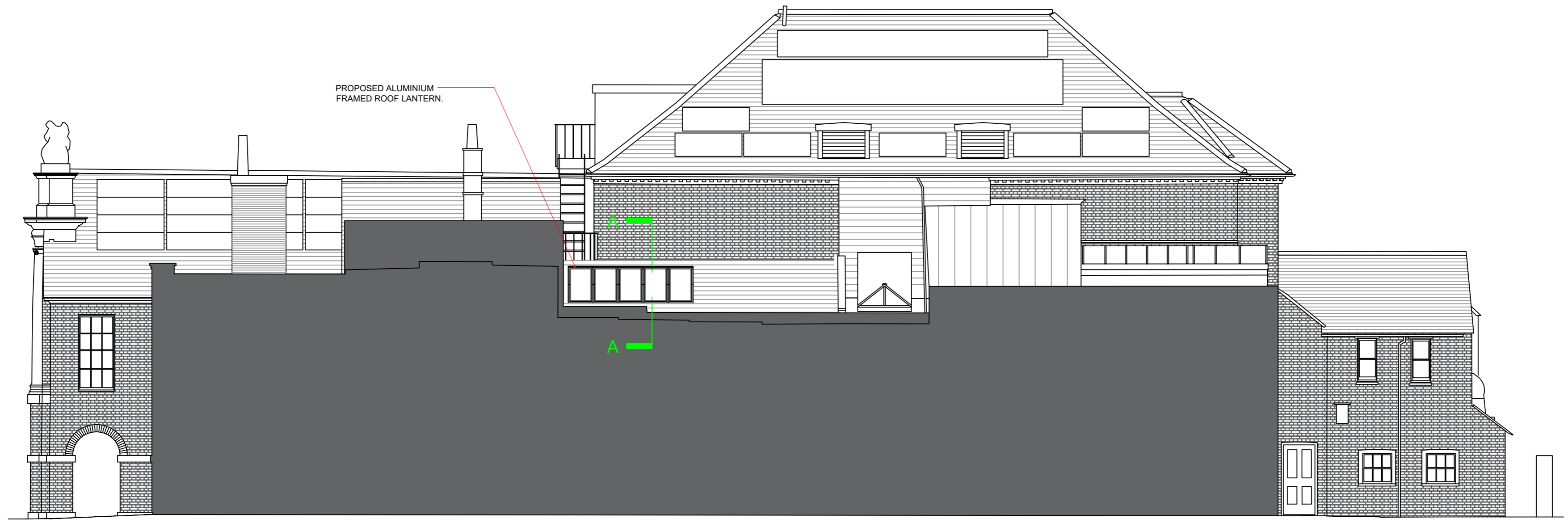
0 1 2 3 4 5m  
1:100 Scale @ A2

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PROPOSED SOUTH ELEVATION  
1:100 scale

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0 1 2 3 4 5m

1:100 Scale @ A2

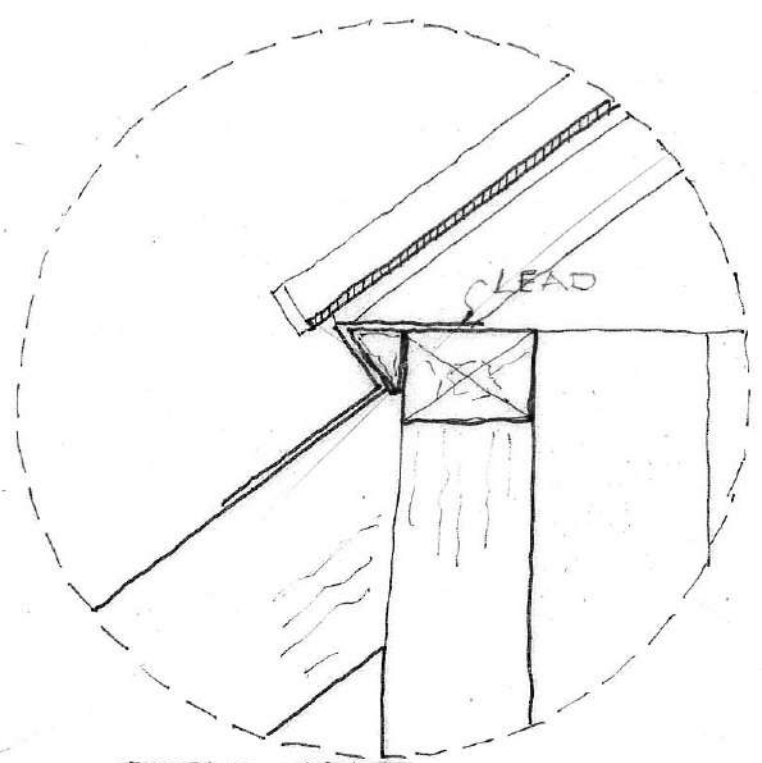
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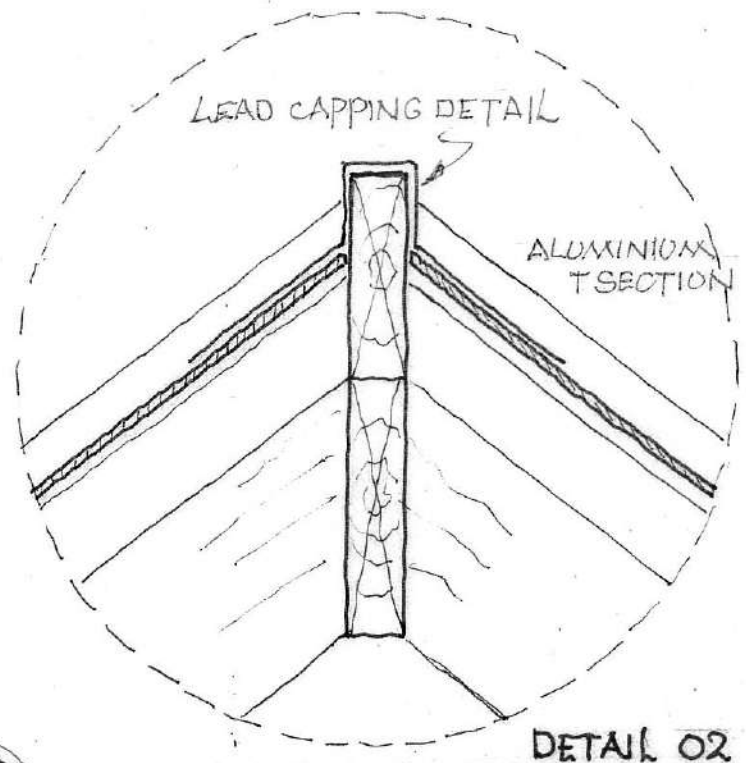
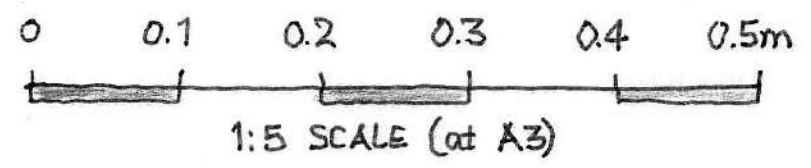


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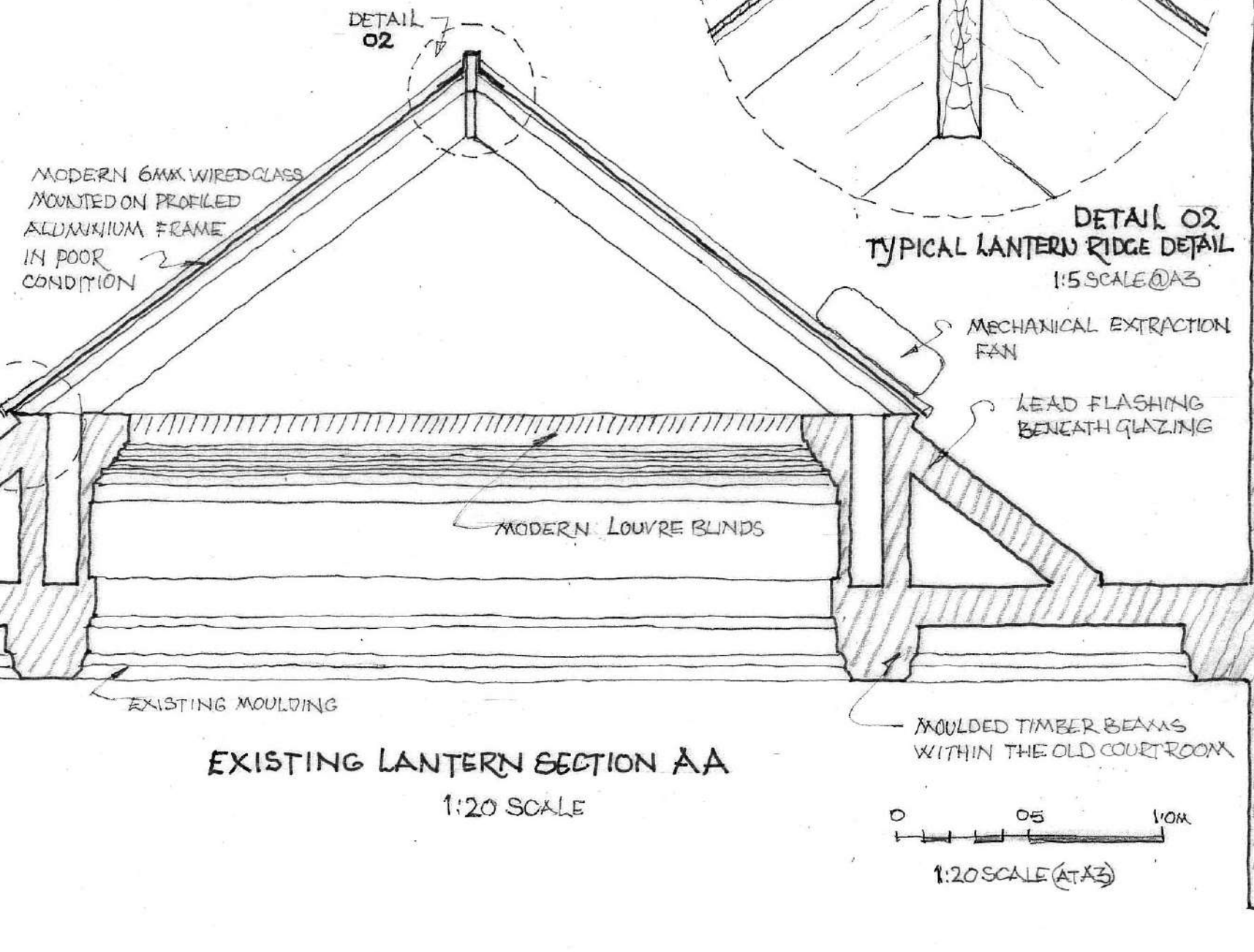




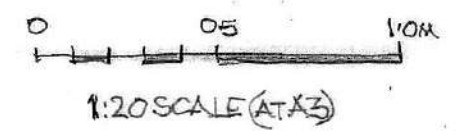
DETAIL 01  
TYPICAL LANTERN EAVES DETAIL  
1:5 SCALE @ A3



DETAIL 02  
TYPICAL LANTERN RIDGE DETAIL  
1:5 SCALE @ A3

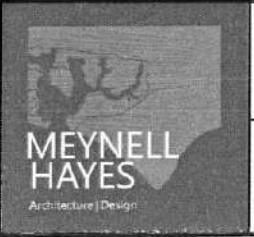


EXISTING LANTERN SECTION AA  
1:20 SCALE

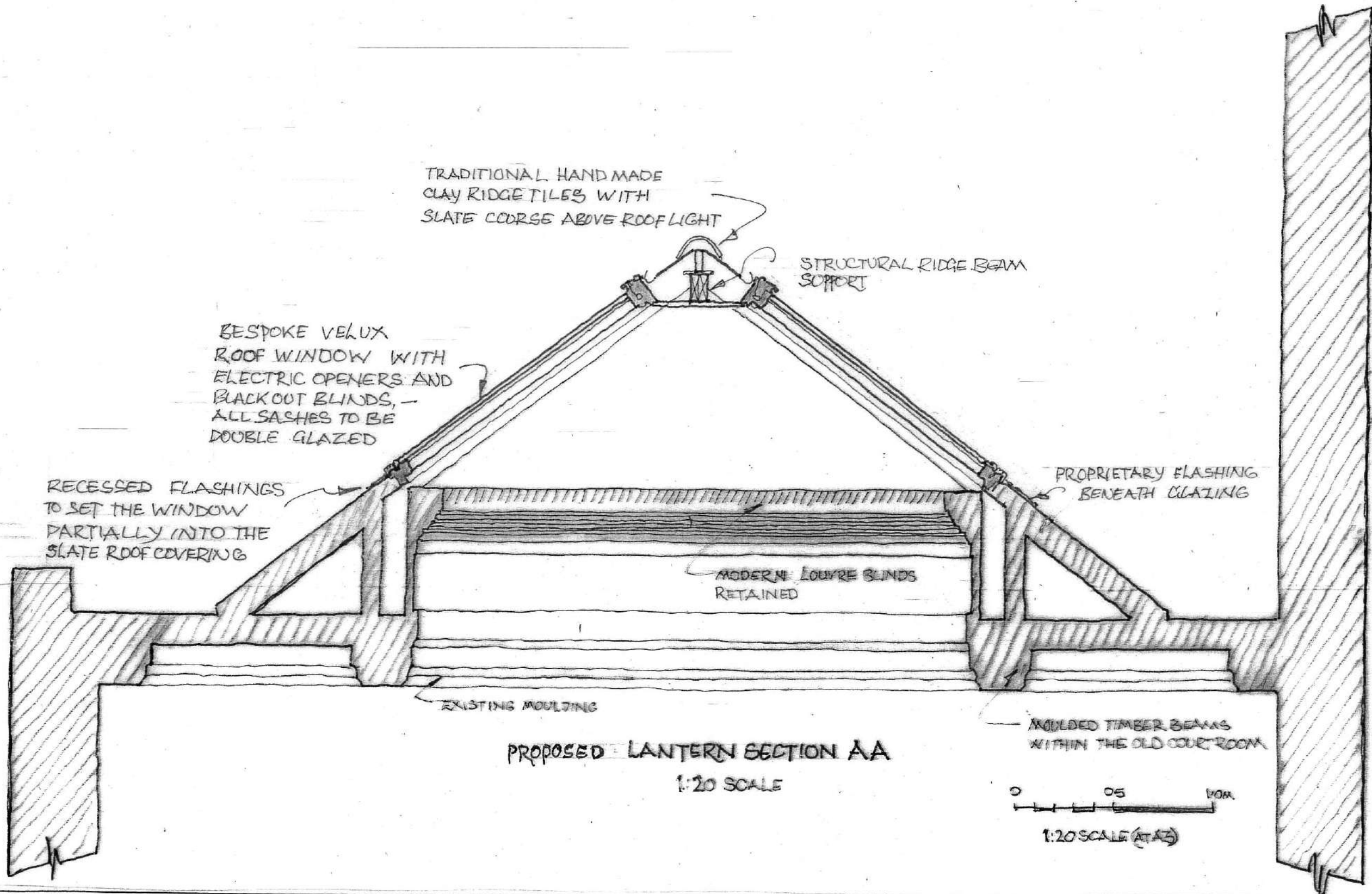


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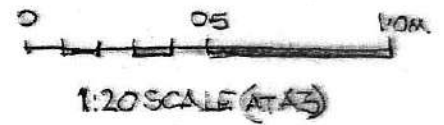


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PROPOSED LANTERN SECTION AA

1:20 SCALE



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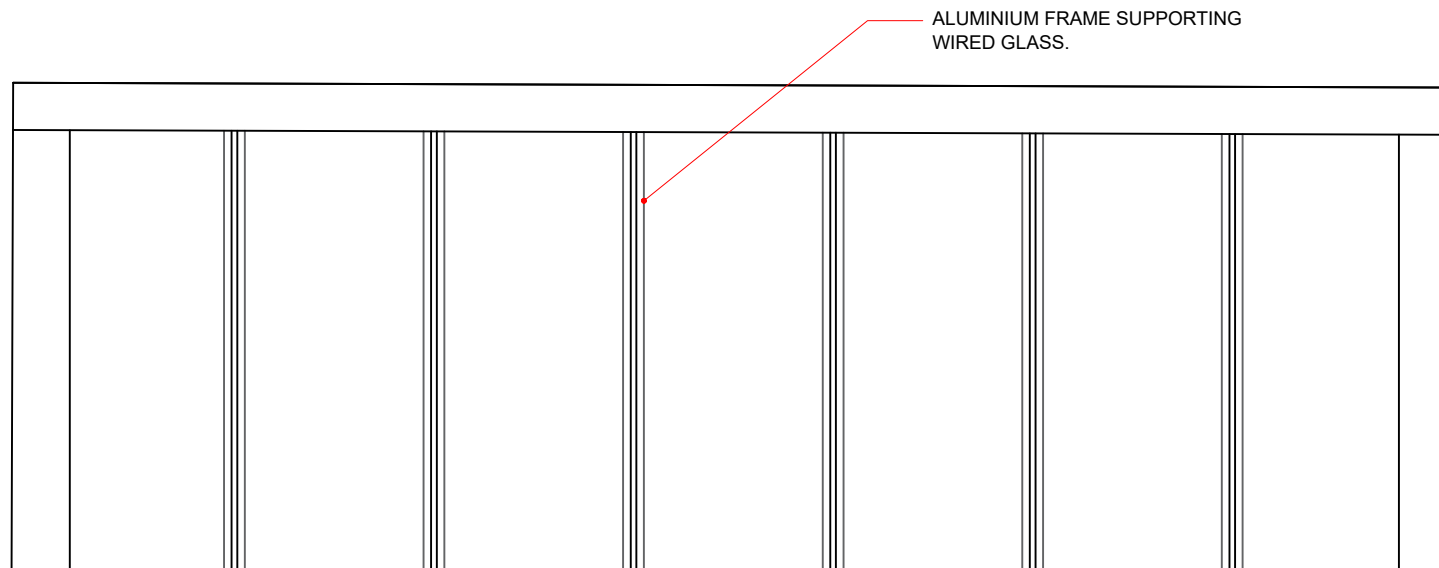
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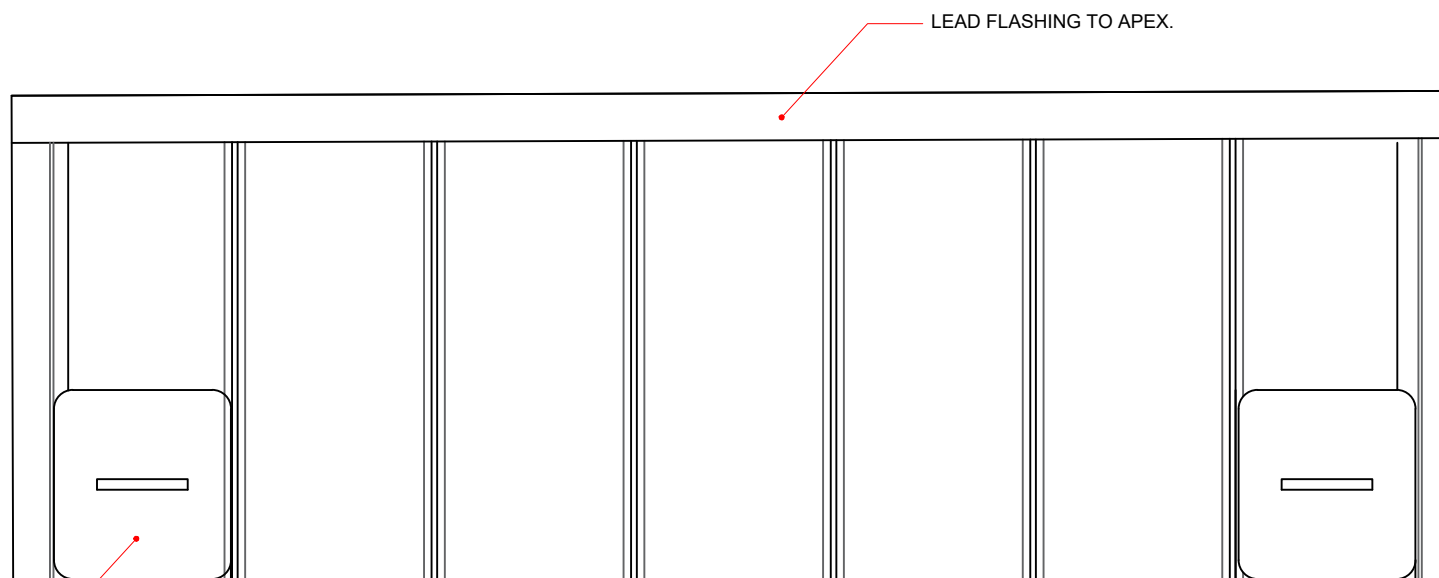
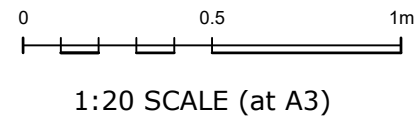
Drawing No. C.1217 - 12 Date: 12-09-24

Rev. Date:





EXISTING LANTERN SOUTH ELEVATION  
1:20 scale



EXISTING LANTERN NORTH ELEVATION  
1:20 scale

**SITE PHOTOGRAPHIC SCHEDULE:**



**IMAGE 1**  
VIEW OF THE EXISTING ROOF LANTERN FROM THE NORTH SHOWING EXISTING MECHANICAL VENTS.



**IMAGE 2**  
VIEW TOWARDS THE EXISTING ROOF LANTERN FROM THE EAST WITH THE RECENTLY REPLACED LANTERN IN FOREGROUND AS APPROVED UNDER APPLICATION 19/00144/LBC.



**IMAGE 3**  
THE EXISTING WIRED GLASS IS BEGINNING TO FAIL AND SLIP FROM THE HOUSINGS. THE GLASS IS IN A WORN CONDITION AND BEYOND ITS USEFUL LIFE EXPECTANCY.



**IMAGE 4**  
THE EXISTING MECHANICAL EXTRACTION FAN UNITS ARE IN POOR CONDITION AND ARE NOISY WHEN IN OPERATION.



**IMAGE 5**  
VIEW OF THE EXISTING LANTERN FROM WITHIN THE OLD COURTROOM BENEATH AND WITH MODERN SURROUND AND LOUVRE BLINDS AT CEILING LEVEL.



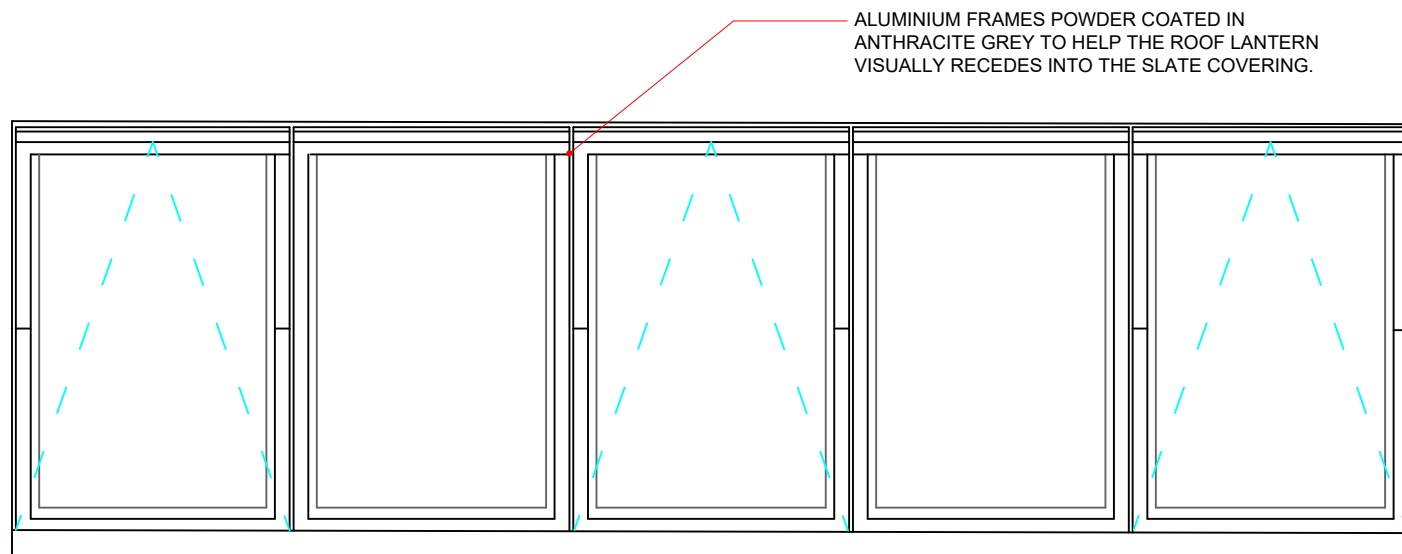
**IMAGE 6**  
THE EXISTING ROOF LANTERN PROJECTS ABOVE THE SLATE COVERING BY 100mm.

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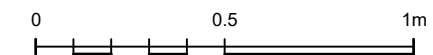


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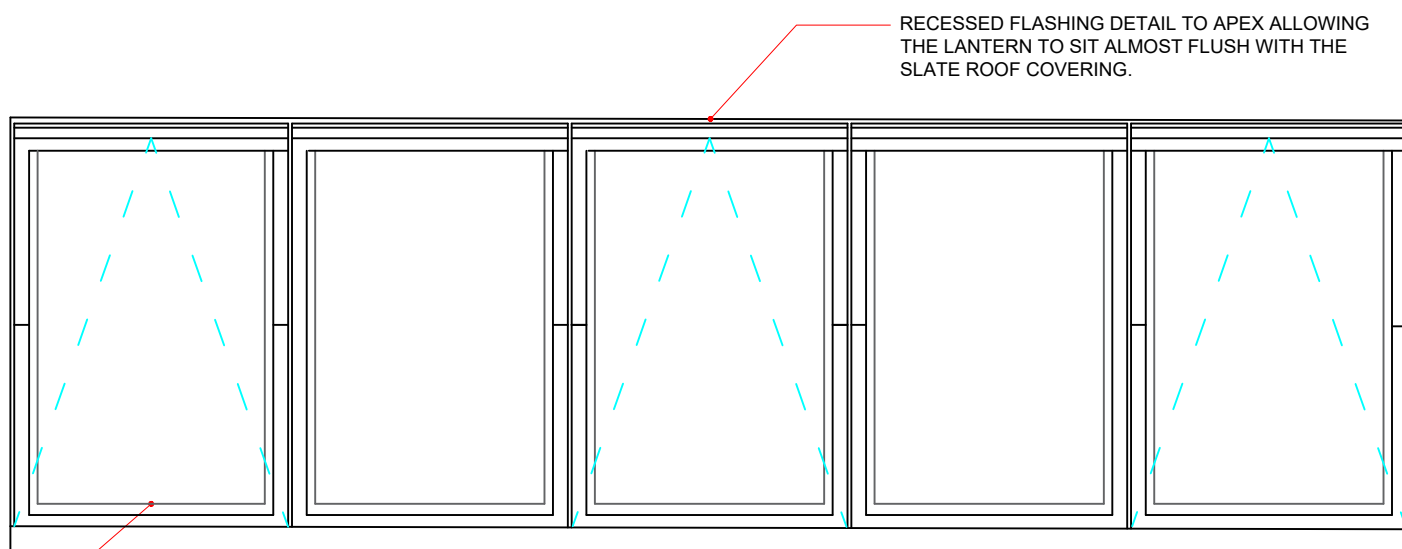


ALUMINIUM FRAMES POWDER COATED IN ANTHRACITE GREY TO HELP THE ROOF LANTERN VISUALLY RECEDES INTO THE SLATE COVERING.

PROPOSED LANTERN SOUTH ELEVATION  
1:20 scale



1:20 SCALE (at A3)



RECESSED FLASHING DETAIL TO APEX ALLOWING THE LANTERN TO SIT ALMOST FLUSH WITH THE SLATE ROOF COVERING.

ELECTRIC OPENING SASHES TO PROVIDE NATURAL VENTILATION AND ALLOW PASSIVE COOLING OF THE OLD COURTROOM.

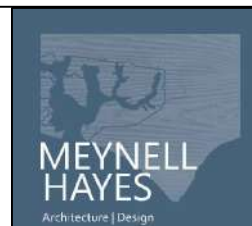
WINDOWS TO BE REMOTELY OPERATED AND WITH RAIN SENSOR FOR SELF-CLOSING.

PROPOSED LANTERN NORTH ELEVATION  
1:20 scale

**PROPOSED REPLACEMENT ROOF LANTERN & ASSOCIATED CONSERVATION REPAIRS**  
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**Chichester City Council**

**REPORT to PROPERTY SUB-COMMITTEE**

**REPLACEMENT PHONE SYSTEM**

**BY**  
**PROPERTY & MAINTENANCE MANAGER**  
**ANDREW WATSON**  
**Date: 19/11/2024**

## REPLACEMENT PHONE SYSTEM

### WHY DO WE NEED TO CHANGE?:

- Our call charges have increased considerably over the past year with British Telecom
- Our current system is 20 years old and is not supported by British Telecom
- Our current system has no modern features and is not flexible to meet our current needs
- We need to change the current analogue system in preparation of the “Digital Switchover” due January 2027

### THE SOLUTION:

Service providers were given the same specification to quote against, as follows:

| Location of quoted handsets | No. of    |
|-----------------------------|-----------|
| Back Office                 | 9         |
| Reception                   | 2         |
| Chamber                     | 1         |
| Crush bar                   | 1         |
| Property Officer            | 1         |
| Allotment Officer           | 1         |
| <b>Totals</b>               | <b>15</b> |

Reduce our call cost expenditure and provide the council with a cost-effective solution to resolve the lack of features that the council requires in an ever-increasing service and response to the residents of the city.

A stable service provider that had maintained a good track record in the supply, installation and support of VOIP systems.

A system that would be continued to be updated and enhanced by the service provider.

The ability to make video conference calls.

The ability to have DDI (Direct Dial Numbers) for key personnel.

Answer machine for “Out of Hours”.

### COSTS:

**Current Costs** – System costs £0.00, Line costs £220.00+ per month

| New Costs                                 | Company “A” | Company “B” | Company “C” |
|---|-------------|-------------|-------------|
| Contract Term                             | 60          | 60          | 60          |
| Setup Fees                                | £400.00     | N/A         | N/A         |
| 15 Users (Phone/PC/App) per month         | £253.00     | £230.87     | £294.51     |
| Year 1                                    | £3,436.00   | £2,770.44   | £3,534.12   |
| Year 2                                    | £3,036.00   | £2,770.44   | £3,534.12   |
| Year 3                                    | £3,036.00   | £2,770.44   | £3,534.12   |
| Additional Users (Phone/PC/App) per Month | £14.00      | £15.92      | £12.00      |
| Additional Users (PC/App) Only per month  | £12.00      | £11.65      | £9.00       |

| <b>VOIP System Features</b>  | <b>Company<br/>“A”</b>                       | <b>Company<br/>“B”</b>               | <b>Company<br/>“C”</b>            |
|--|--|--------------------------------------|-----------------------------------|
| “Hosted VOIP” solution that is duplicated in two data centre for resilience  | ×  | ✓                                    | ✓                                 |
| Disaster Recovery – Diversion of calls   | ✓  | ✓                                    | ✓                                 |
| System is delivered over our existing internet connection. Distributed around the building using existing copper cabling<br>Handsets are included and users will also have access by their council<br>PC/Laptop/Mobile phone<br>and the new wireless network | ✓  | ✓                                    | ✓                                 |
| Mobile App users would be able to answer/make calls from the phone system as long as they have network coverage  | ✓  | ✓                                    | ✓                                 |
| Call costs included (Except Premium and Abroad)<br><br>Shown in minutes  | ×  | ✓                                    | ×                                 |
|  | 12,000 UK<br>Landline<br>12,000 UK<br>mobile | Unlimited UK<br>Landline &<br>Mobile | 30,000 UK<br>Landline &<br>Mobile |
| Auto-attendant – press 1 for Bookings, 2 for allotments etc,   | ✓  | ✓                                    | ✓                                 |
| Comfort message, Sorry to keep you we will be with you shortly etc, call queuing for the sales/customer service team)  | ✓  | ✓                                    | ✓                                 |
| Voicemail to email   | ✓  | ✓                                    | ✓                                 |
| Unlimited call recording with direct access to your own calls in your desktop  | ✓  | ✓                                    | ✓                                 |
| Click or highlight to dial from anywhere web-based on your PC (e.g. Outlook, Hallmaster)   | ×  | ✓                                    | ×                                 |
| Customer, supplier, internal and personal directory directories  | ✓  | ✓                                    | ✓                                 |
| Missed call Log  | ✓  | ✓                                    | ✓                                 |
| Music On Hold  | ✓  | ✓                                    | ✓                                 |
| Call Blocking  | ✓  | ✓                                    | ✓                                 |
| Onsite Installation & Training   | ×  | ✓                                    | ×                                 |
| Video Conferencing   | ✓  | ✓                                    | ✓                                 |
| Remote Installation & Training   | ✓  | ×                                    | ✓                                 |
| Dedicated Account Manager  | ✓  | ✓                                    | ✓                                 |
| 24/7 Remote Support (95% Problems resolved)  | ✓ 90%  | ✓95%                                 | ✓90%                              |

**ADDITIONAL INFORMATION:**

Councillors could have their own dedicated number and use the system with a handset at home or app on mobile or PC. Therefore, enabling them to refrain from giving personal numbers out and calls would be directly covered under the contracts.

**RECOMMENDATION:**

Officers Gareth Bowen and Andrew Watson met with three potential suppliers and reviewed their systems, support levels, resilience of their systems and the benefits to the council.

Our recommendation is for Company "B" as their system has full resilience built in, duplicate systems co-exists so if one fails the other is operative, they have 20 offices across Europe with over 2.5m users, 95% of faults resolved remotely, local presence in Sussex, cost effective solution when comparing "like for like" with other offerings.



## Gareth Bowen

---

**From:** Sam Tate  
**Sent:** 20 November 2024 10:44  
**To:** [REDACTED]  
**Cc:** Robert Miall; Anne Scicluna; Andrew Watson; Kim Martin; Gareth Bowen  
**Subject:** RE: Arundel Park Estate

Dear [REDACTED]

Many thanks for your email and for alerting me to this situation. I will do some digging and see what information I can find out about the current status of the land.

In the meantime, I will also prepare a brief report for the Property Sub-Committee who are meeting next on 26<sup>th</sup> November so that Council are alerted to this emerging issue.

I will be back in contact once I have more information.

Kind regards

Sam Tate (*She/Her*)  
Town Clerk  
Chichester City Council  
The Council House  
North Street  
Chichester  
PO19 1LQ

**Tel No:** 01243 788502

**E-mail:** [s.tate@chichestercity.gov.uk](mailto:s.tate@chichestercity.gov.uk)

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**Sent:** 20 November 2024 09:56

**To:** Sam Tate <s.tate@chichestercity.gov.uk>

**Subject:** Arundel Park Estate

Dear Sam,

I have been given your email by Sarah Sharp. I am trying to get to the bottom and hopefully move on from a slightly concerning situation regarding the Arundel Park Estate. It appears that the original developer has gone bust and the communal areas have passed to the crown estate who are refusing to take any management responsibility for

the communal spaces, footpaths, roads etc etc. According to WSCC maps some of these roads are adopted but that contradicts this letter and Land Registry. I have tried to contact Crown Estate and the solicitors and got no answer. I have also tried CDC and various councillors. No-one seems to know anything or want to take responsibility. Sarah suggested that on some occasions the Parish Council take responsibility on occasions like this for the community benefit. Once people become fully aware that it isn't managed it will just become a dumping ground and the whole area will go downhill very quickly. I'd rather that didn't happen.

Any help you can give would be greatly appreciated



We have approached The Crown Estate with a view to acquiring the Property to ensure the Property is used and managed appropriately.

The Crown Estate has a policy of consultation before agreeing any disposal to uncover any objections and whether any neighbouring landowners may wish to participate in the purchase and has asked us to write to you as part of that consultation process.

In the interests of good administration, we should be grateful to receive any comments by **6 weeks from the date of this letter** at the latest (i.e. on or before 05 April 2024). If we have not heard from you by that date we shall assume that you have no comments to make, nor any objections to the proposal. If that is the case we should be grateful if you could sign and return a copy of this letter in the envelope enclosed.

Please note that any dealing of the freehold estate will not affect any rights currently existing over the Property.

Finally, so that we may become clearer about the nature of the Property, would you please let us know if you are aware of any development proposals, planning consents or disputes which might affect the Property, either directly or indirectly?

We look forward to hearing from you at your earliest convenience.

Yours faithfully,

**Birketts LLP**

Direct Line: 01603 232000  
Direct e-mail: [notice-responses@birketts.co.uk](mailto:notice-responses@birketts.co.uk)

I/We\* [ ] of [ ] have considered the contents of a letter dated [ ]  
from [ ] Solicitors and would/would not\* like to participate in a purchase of the above property

I am/we\* have no objections for such a purchase to be taken by [ ]

Signed .....

Dated .....

\*delete as applicable

Plan 2

