

**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

<b>Date of Report</b>	20/01/2025
<b>Meeting Date</b>	28/01/2025 @14:00hrs

Colour	Status
	On target
	Risk of delay
	Delivery delayed

**PROJECTS COMPLETED**

Location - Title	Detail	Budget	Progress	Comments	Proposed Quarter for Progress	Lead Officer
CH - Zurich Boiler Inspection	Inspection of boiler by our insurers	n/a	Completed	Full clean pass		AW
CH - Accessibility to stairs	S36 Scalacom Stair Climber with headrest, 2 year warranty, training for 4 persons and delivery	£5,895.00	Completed			AW
CH - Secondary Glazing - Phase 1	Installation of secondary glazing to insulate building, reduce heating costs and offset CO <sup>2</sup> emissions	£31,389.00	Completed	On budget		AW
CH - Crush Bar (Kitchen) Upgrades	Upgrades to enable caterers to provide hot meals and bar services		Completed	Kitchenette now has: Stainless-Steel Splashbacks, Commercial Freezer, Glass Washer, Commercial Wine/Drinks Fridge, Existing reequipt remaining (Residential Dishwasher, Fridge and Water Boiler). Phone installed for communication to Reception and ability to dial "999"		AW
CH - Solar 2 - Additional Batteries	Additional batteries to provide cost effective power savings and offset CO <sup>2</sup> emissions	£4,964.00	Completed	17/01/2025 - On Budget		AW
CH - CAB office - Replacement carpet	Replace threadbare carpet	£1,219.66	Completed	On budget		AW
CH - Assembly Room - Replacement Blackout Blinds	2 blinds broken, replace all 3 blinds	£594.01	Completed	On budget		AW
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	Completed	Some teething issues to be resolved, install was delayed by BT by 7 days		AW & GB
CH - DEC Building Certification	Energy efficiency of the building calculated and certified must be in place to meet regulations		Completed	Our status Upgraded from "B" to "A" due to our implementation of: Secondary glazing, LED lighting, Timed water heating		AW
CH - Thermostat Relocation	Relocate main heating thermostat from Reception to Gents toilets to allow uniform heat to control building temperature	£460.00	Completed			

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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	Completed	On budget		AW
BF - Topping of Trees	Topping of trees	£1,650.00	Completed	Thanks to Mercer for allowing access via their car park		AW
LG - Add name to monument	Sussex regiment name missing	£750.00	Completed	Family are thrilled and have been to see monument		AW
AL(W) - Tree reduction	Tree overhanging road, impacting high vehicles	£680.00	Completed	On budget		AW
SF - Whyke Oval	4 x standard benches & Picnic Table install		Completed	On inspection scehdule - monthly		AW

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<b>PROJECTS IN PROGRESS</b>						
<b>Location - Title</b>	<b>Detail</b>	<b>Budget</b>	<b>Progress</b>	<b>Comments</b>	<b>Proposed Quarter for Progress</b>	<b>Lead Officer</b>
CH - Repairs to Roof Barriers	Report from structural engineers to initiate repairs	£850.00	In progress	We will require LBC and Planning Consent. Project is more complicated as rectification requires bracketry on the outer brickwork and we may need to get permission to overhang neighbouring property. In addition the flat roof above crush bar needs replacing due to 3 major leaks which have been temporarily repaired. Ideally all work needs to be co-ordinated carefully so that scaffolding costs are kept to a minimum. Additional costs will be incurred.	Q3	AW
CH - Secondary Glazing - Phase 2 (Chamber)	Installation of secondary glazing to insulate building, reduce heating costs and offset CO <sup>2</sup> emissions	£8,765.00	In progress	Due for completion 29/01/2025. Note: Additional cost due to centre window being an arch to be advised	Q4	AW
CH - Ground Floor Kitchen Upgrades	Upgrades to enable caterers to provide hot meals	£19,453.00	In progress	Progress, slow due to current booking levels, will be accelerated in January 2025. Status: Decorated, Stainless-Steel Splashbacks installed, Cooker Hood and Extraction installed, Cooker awaiting connection, awaiting other appliances. Finish due first week of February 2025	Q4	AW
CH - OCR Replacement Roof Lattern	Design and Obtain LBC consent	£3,250.00	In progress	LBC and Planning Consent applied for, CDC has visited awaiting outcome. Planning Ref: CC2402804FUL LBC Ref: 2402805LBC	Q4	AW
CH - Roof Insulation	Insulation of roof spaces	£3,790.00	Awaiting time to schedule	Insulation to order	Q4	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
BF - Tree Pruning (North)	Trees overhanging neighbours	£800.00	Approval not required	Awaiting for spring due to ground conditions		AW
LG - Pathways	Resurfacing of pathways			Investigate options for a new surface that is less muddy and does not have loose gravel	Q4	AW

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<b>NEW PROJECTS</b>						
<b>Location - Title</b>	<b>Detail</b>	<b>Budget</b>	<b>Progress</b>	<b>Comments</b>	<b>Proposed Quarter for Progress</b>	<b>Lead Officer</b>
CH - Green Room - Ceiling	Ceiling has been identified as a fire risk due to fibreboard, method of construction & no insulation	TBA	To be costsed	Ceiling replaced onstruction need to be strengthened with firate rated brackets and plasterboard. Additionally new insulation and purpose built loft hatch installed to maintain electrics and data points	Q4	AW
CH - Clerk's Office - Heating	Installation of AC Unit to provide heating, cooling and control humidity	£1,900.00	Approval required	Current radiator heating is not efficient in the office due to limited control, Will also aid thae damp by extracting moisture	Q1	AW
CH - Rear Offices	Replacement of 2 x AC Units. The existing ones are old and not efficient compared to today's standards as indicated in the DEC report. The existing units require major service , inspection and repairs to exposed pipework on roof. Replacements would be capable of heating the main office more efficiently than the existing radiators with improved air quality.	£10,423.00	Approval required	DEC Report 2024 highlightedthat the existing units are non-inverter controlled. Consider replacing with new Class A energy efficient systems complete with inverter compreeor technology & fan controls. Current radiator heating is not efficient in the office due to limited control, Will also aid thae damp by extracting moisture.	Q2	AW
CH/MC - External LED Lighting	Replacement of existing LED flood lamps following failures and requiring one use plastics to change colour. Replacing with SMART to eradicate Health & Safety Issues and efficiency	£4,015.00	Approval required	Replacement lights will allow control of lights by app, thus minimising risk to staff changinging foils , climbing ladders and working on slippery surfaces and leaning out of windows.	Q1	AW
BF - Public Orchard	CDC grant available for tree planting of orchards around the city	TBA	Approval required	Meeeting 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. Application being completed	Q3/4	AW & ST
AL(STP) - Public Orchard	CDC grant available for tree planting of orchards around the city	TBA	Approval required	Meeeting 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. Survey performed with good take up from tenants. Application being completed	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, costings to be carried out	Q4	AW
CH - Allotment T&C's and Improvement Notices System	Update T&C's and simplify notices and improve communication	N/A			Q1	AW
CH - Allotment Management Software	Management of allotments with supported software and reporting			Looking at various options		AW, GB & ST
CH - HR Management Software	Management of human resource			Looking at various options		AW, GB & ST

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**ALLOTMENTS**

Statistics	Waiting List	Vacancies	Leavers Current Year	Uncultivated Notices	Termination UC
AL(BL)	22	1	0	0	
AL(F)	18	0	1	1	
AL(STJ)	16	3	2	0	1 (2 Pending)
AL(K)	13	1	0	0	
AL(STP)	47	0	3	1	
AL(RA)	19	1	0	0	1
AL(W)	17	0	0	0	

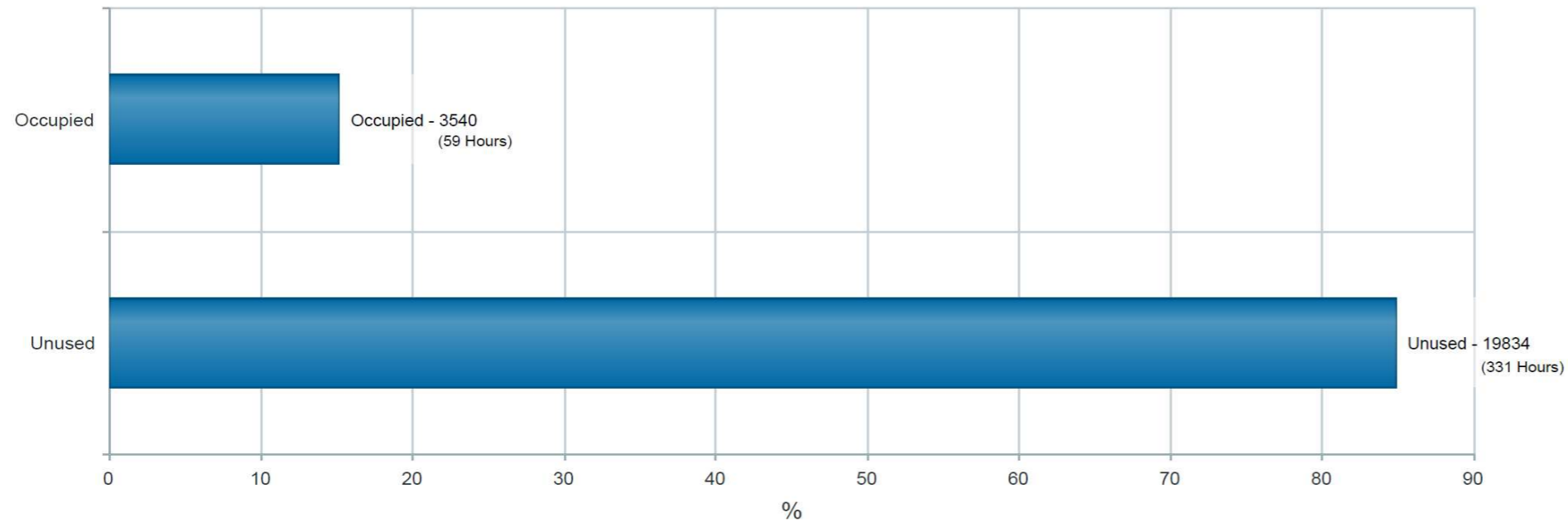
Plot Conditions	Number s (All Sites)
Excellent	190
Good	225
Fair	34
Poor	14
Neglected	2
Exempt (Health Issues)	19

**Allotment Issues:**

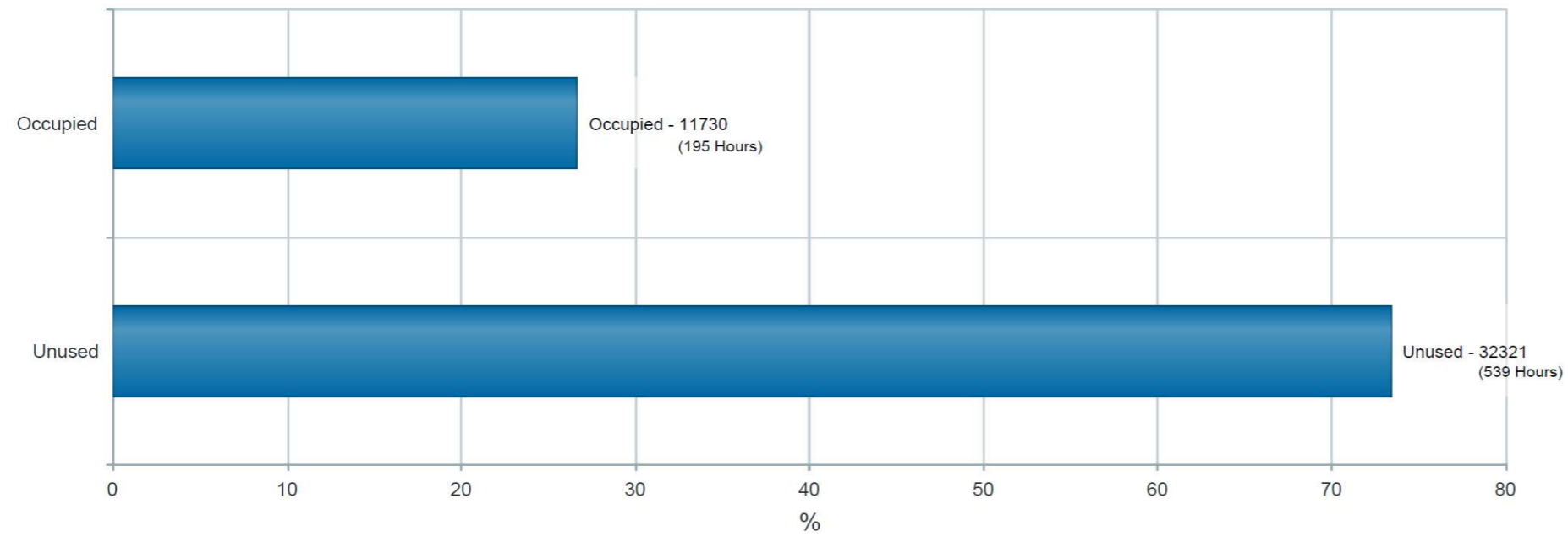
St James	Plot holder issues over plot has caused significant management time to officers	Current	AW, SH & ST
Communication	Drive to address complaints on communications in respect to inspections - April 2025 - New letters and new approach	Q1 2025	AW, SH & ST

ROOM BOOKINGS

Assembly Room  
Room Occupancy (01/01/2025 - 31/01/2025)

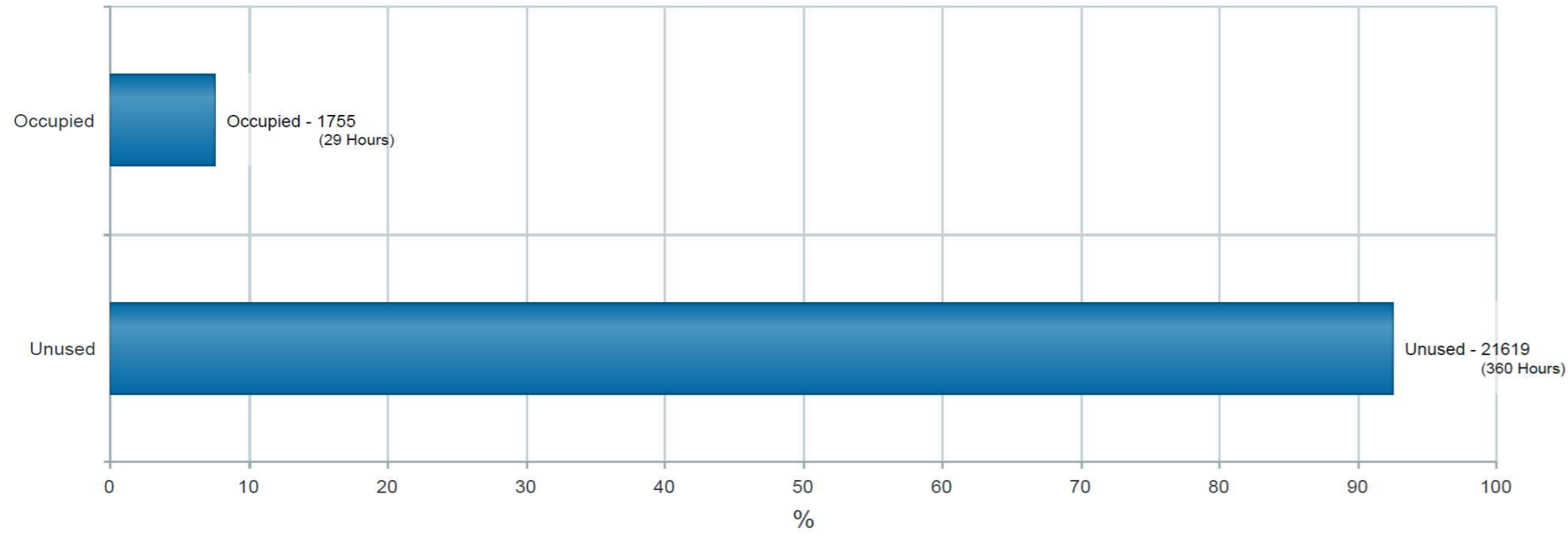


Assembly Room  
Room Occupancy (01/02/2025 - 31/03/2025)

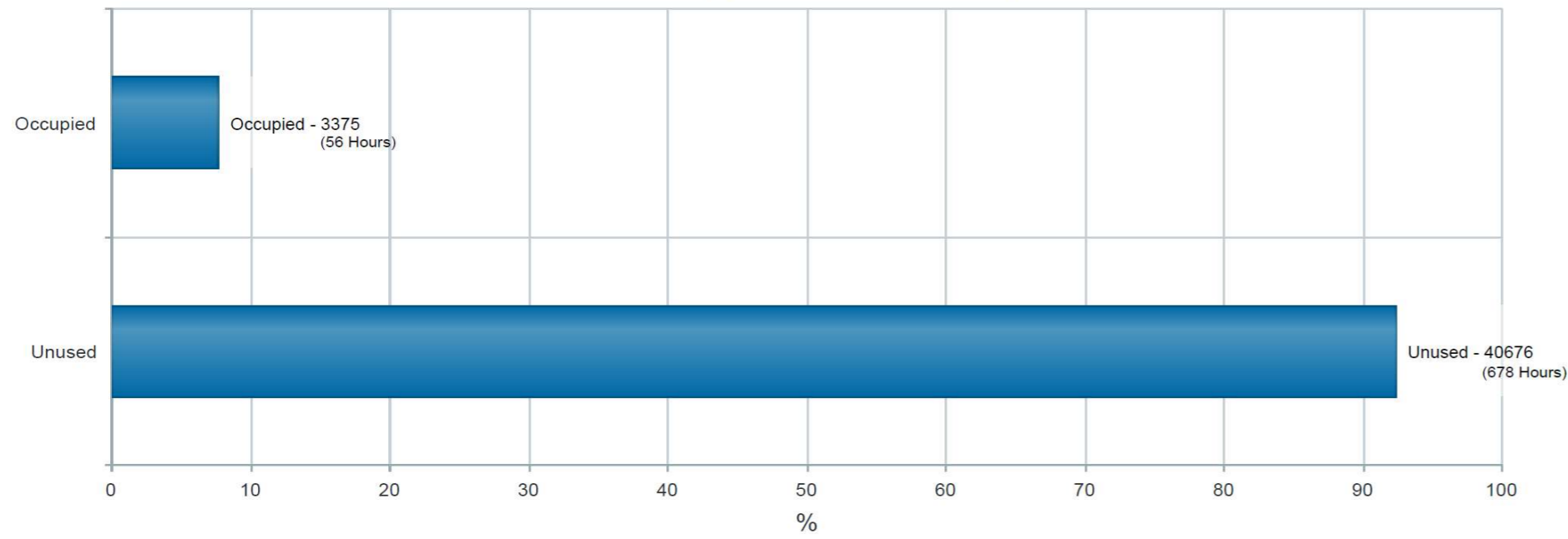


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Old Court Room  
Room Occupancy (01/01/2025 - 31/01/2025)

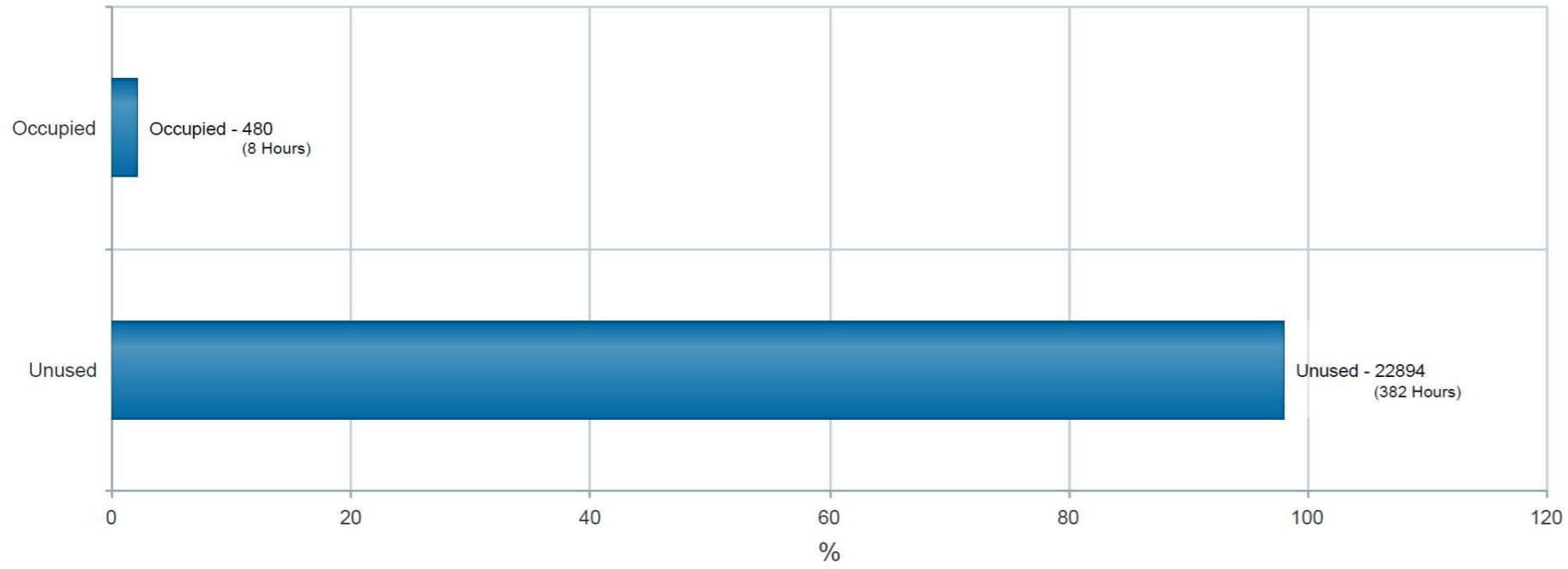


Old Court Room  
Room Occupancy (01/02/2025 - 31/03/2025)



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Crush Bar  
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