

Chichester City Council
Sub-Property Committee Report

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	17/03/2025
Meeting Date	25/03/2025 11:00am

Colour	Status
	On target
	Risk of delay
	Delivery delayed

PROJECTS COMPLETED						
Location - Title	Detail	Budget	Progress	Comments	Proposed Quarter for Progress	Lead Officer
CH - Secondary Glazing - Phase 2 (Chamber)	Installation of secondary glazing to insulate building, reduce heating costs and offset CO ² emissions	£ 8,765.00	Completed 29/01/2025	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	Completed 03/03/2025	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 - Allotment T&C's and Improvement Notices System	Update T&C's and simplify notices and improve communication	N/A	04/03/2025		Q1	AW
CH - Crush Bar - Decoration	Walls, ceiling and woodwork	In house	Completed	Grateful thanks to Waterhaven Place volunteers for their assistance		AW
CH - Chamber - Ceiling Repairs	Ceiling repair cracks, paint and clean chandelier	In house	Completed	Grateful thanks to Dean for a brilliant job.		AW
CH - Heating	Heating failed prior to a wedding, engineers called out, circulation pump failed	£ 3,450.00	Completed	Circulation pump was not replaced when boilers were replaced in 2023		AW
CH - West Sussex Fire Brigade - Fire Safety Inspection	Insurance company wanted Fire Brigade to be informed about installation of Solar Panels and Batteries. Fire Brigade contacted and informed did not need to advise. However they were in the process of reviewing all Grade 1 & 2 buildings. This led to a visit on 28/02/2024	£ -	Completed	Official report received no return visit required. Actions are progressing.		AW
CH - Fire Inspection - Motor Room	Clear Lift of stored items, room to be left clear at all times	In house	Completed 04/04/2025	All items removed and stored elsewhere		AW
CH - Fire Inspection - Cellar	Make repairs to ceiling and walls at top of stairs. Repairs to main ceiling and cover up old duct work on portico wall	In house	Completed 04/04/2025	All repairs completed to required standards.		AW

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CH - Fire Inspection - Electric Cupboard	Seal all holes around cable entry points	In house	Completed 04/04/2025	All repairs completed to required standards.		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	Completed 13/03/2025	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. - Approved 28/01/2025	Q1	AW
BF - Public Orchard	CDC grant available for tree planting of orchards around the city	Grant	Completed 11/03/2025	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	Grant	completed 12/o3/2025	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

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PROJECTS IN PROGRESS						
Location - Title	Detail	Budget	Progress	Comments	Proposed Quarter for Progress	Lead Officer
CH - Repairs to Roof Barriers	Report from structural engineers to initiate repairs	£ 850.00 Increase to £ 3,000.00	Awaiting drawings from Simon Smart. Anna Whitty will apply for LBC	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. UPDATE: Costs increased due to the amount of bracketary design, due to variancy of the walls and parapet. The additional cost doe not include Anna's time for LBC submission or manufacturer of brackets and installation or 3rd party wall agreements with Bruswick Developments at 73 North Street. Although they have agreed for us to perform the works by email	Q3	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 - Clerk's Office - Heating	Installation of AC Unit to provide heating, cooling and control humidity	£ 1,900.00	Approved	Current radiator heating is not efficient in the office due to limited control, Will also aid thae damp by extracting moisture - Approved 28/01/2025	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	Approved	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. - Approved 28/01/2025	Q2	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	Info Only	Awaiting for spring due to ground conditions		AW
LG - Pathways	Resurfacing of pathways			Update: Total path ways measure 260m (length) x 1 meter (wide), current surface is 100-150mm (deep) We are looking at the option for grids to be inset covered with soil and grass seeded.	Q4	AW

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NEW PROJECTS						
Location - Title	Detail	Budget	Progress	Comments	Proposed Quarter for Progress	Lead Officer
CH - Green Room - Ceiling	Ceiling has been identified as a fire risk due to fibreboard, method of construction & no insulation. In-house and Aspect	£ 1,962.84	Info Only	Fire Brigade conformed ceiling must be replaced. Remove old fibre board ceiling, reinforce ceiling rafters, instil 2 layers plasterboard 12.5mm fire rated, plaster skim over, decorate, install loft hatch and roof void lighting and insulate roof void. Access to roof space required for services. In-house	Q4	AW
CH - SMART Water Heating Controls	Supply & fit 16 amp smart Wi-Fi switch to each of the existing water heaters around the building. This will replace the existing time clock arraignment and allow the water heaters to both be scheduled to come on and off via an app. Each smart switch will also have a adjacent manual over ride switch Test, inspect & issue NICEIC certificate.	£ 1,003.75	Info Only	Controls installed in early 2024, do not provide sufficient control to enable more savings on electricity usage. Smart controls are more customizable and can be controlled remotely.		AW
CH - Crush Bar - Replacement Electric Roof Blinds	3 off Apollo Mains HW Motorised Pleated Roof Blinds in Infusion Fire Retardant Fabric with Solar Reflective backing. This price includes a 15% discount also supply & installation. Delivery and Installation: 3 weeks from receipt of order Warranty: 2 Years from installation	£ 2,500.00	Info Only	Old blinds were 20 plus years old and had failed years ago. One quote in, awaiting further quote		AW
CH - Flooring - Main Corridor, Lion Street , South Stairs & Lift Foyer	smooth ready for LVT installation. To supply and lay Invictus Maximus colour TBC to lift hall including adhesive door bars to doorways and solid brass nosings to top stairs to match existing. Please note the very bottom bullnose step is an extra charge but needs to be surveyed by the nosing company for a price and to see if a nosing can be curved round it.	£ 7,883.07	Approval Required	Area will be exposed to more traffic due to kitchen and subject to liquid spills at times. Continuation of new crush bar flooring, to remove old carpet and stained tiles. New surface washable. And smooth for disability access		AW
CH - EV Charger Relocation	Fire Brigade advised that this should be relocated to the otherside of the car park away from the building.	£ 447.78 2 days £ 150.00	Info Only	Electricians In-house labour Ducting 40mm		AW
CH - Chamber Blinds	Replacement binds required following secondary glazing completion	TBA	Info Only			AW
CH - CCTV Lift Foyer Camera	Install of additional camera as are is blindspot for front of house, plus kitchen is now operational	TBA	Info Only			AW

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CH- Fire Alarm Upgrades	Fire Brigade prevent doors from being held back by wedges and hooks, install door closures that work with alarm system. Areas to be addressed: Ante Room/Assembly Room Assembly Room/Green Room Assembly Room/Crush Bar Assembly Room/Lift Foyer	TBA	Info Only	Battery Operated ones have not been effective due to floors flexing, noise pick up and battery usage and faults		AW
CH - Emergency Lighting (Additional)	Fire Brigade additional emergency lights in the following areas: Ground Floor Kitchen Crush Bar Kitchenette Reception Foyer to cover stairs	£ 449.78	Info Only			AW
CH - Emergency Lighting (Repairs)	Annual 3 hour test has identified that some fittings have failed to meet regulations	TBA	Info Only	New Batteries required and some fitting changes		AW
CH - Legionnaires Training & Management	Risk Management, testing and certification	TBA	Info Only	Required to meet compliance		AW
BL - Fencing	Relocation of rear gate access and new fencing and removal of bollards	£ 1,065.00	Info Only	Required to prevent fly-tipping at entrance		AW
RA - Fencing	Replace collapsed fencing	£ 4,757.00	Info Only	Old fence is in total disrepair		AW
CH - Preferred Supplier List	Electrical, Heating, Tree and Fencing		Approval required	Obtaining quotes is increasing difficult and the suppliers used continually provide good pricing and others don't want to quote. Would be acceptable with a limit.		AW
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 Management Software	Management of allotments with supported software and reporting	TBA	Info Only	Looking at various options - currently "On Hold"		AW, GB & ST
CH - Asset Management & Inspection Software with Tags	New system required	TBA	Info Only	Looking at various options due to Safety Culture currently in use not able to give functionality of asset labels. Looking at: Ceretags, Papertrail	ASAP	AW, GB & ST

ALLOTMENTS

Statistics	Waiting List	Vacancies	Leavers Current Year	Uncultivated Notices	Termination UC
AL(BL)	22	0	4	0	
AL(F)	18	1	1	1	
AL(STJ)	16	2	20	0	2
AL(K)	13	0	4	0	
AL(STP)	47	1	10	0	
AL(RA)	19	1	3	0	1
AL(W)	17	1	4	0	

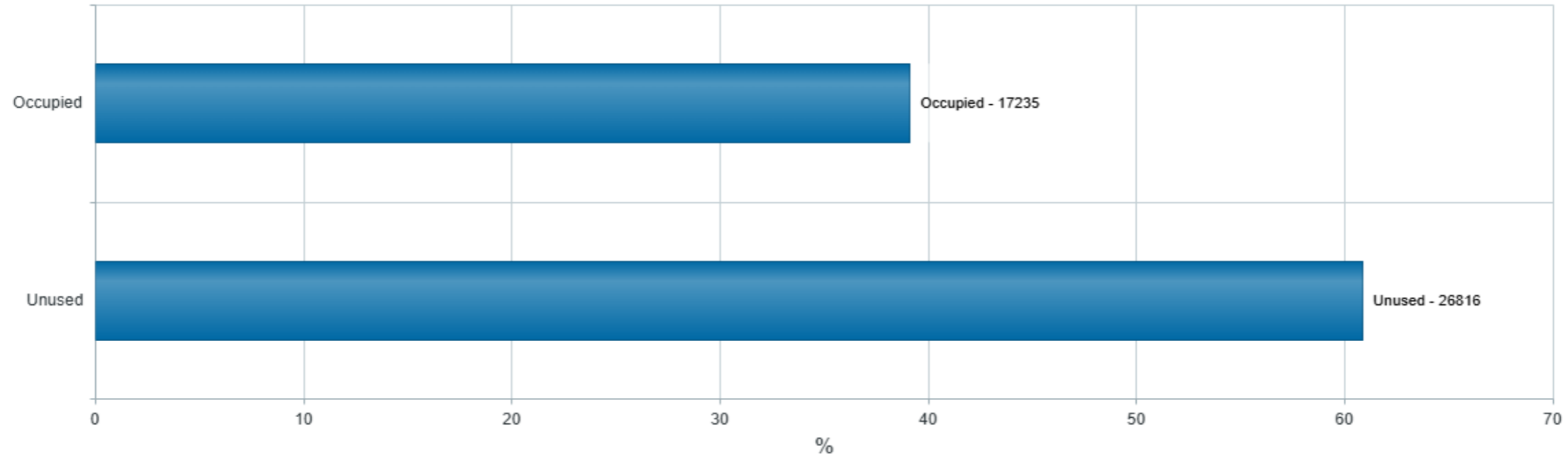
Plot Conditions	Number s (All Sites)
Excellent	190
Good	225
Fair	34
Poor	14
Neglected	2
Exempt (Health Issues)	19

Allotment Issues:

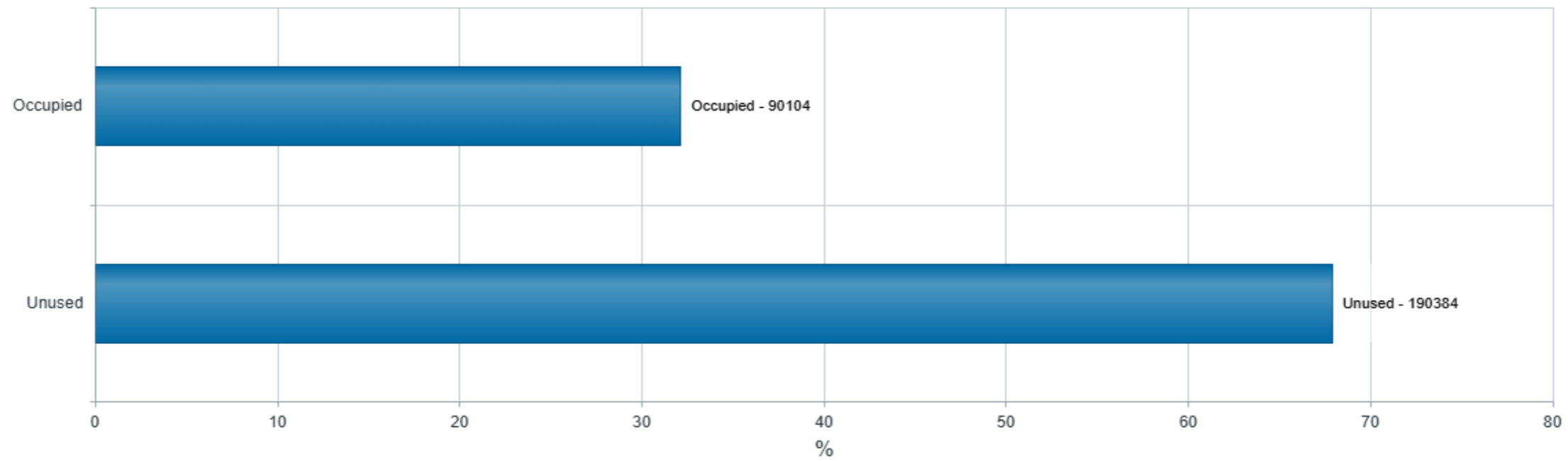
Roman Amp	Fencing requires replacement	Q1 2025	AW
Blackberry	Fence to prevent fly-tipping at entrance	Q1 2025	AW
St James	Office not fit for purpose, container condensation caused electrics to fail, electrics do not conform to regulations. Initiating a project to replace container with purpose built office/cabin.	Q1 2025	AW

ROOM BOOKINGS

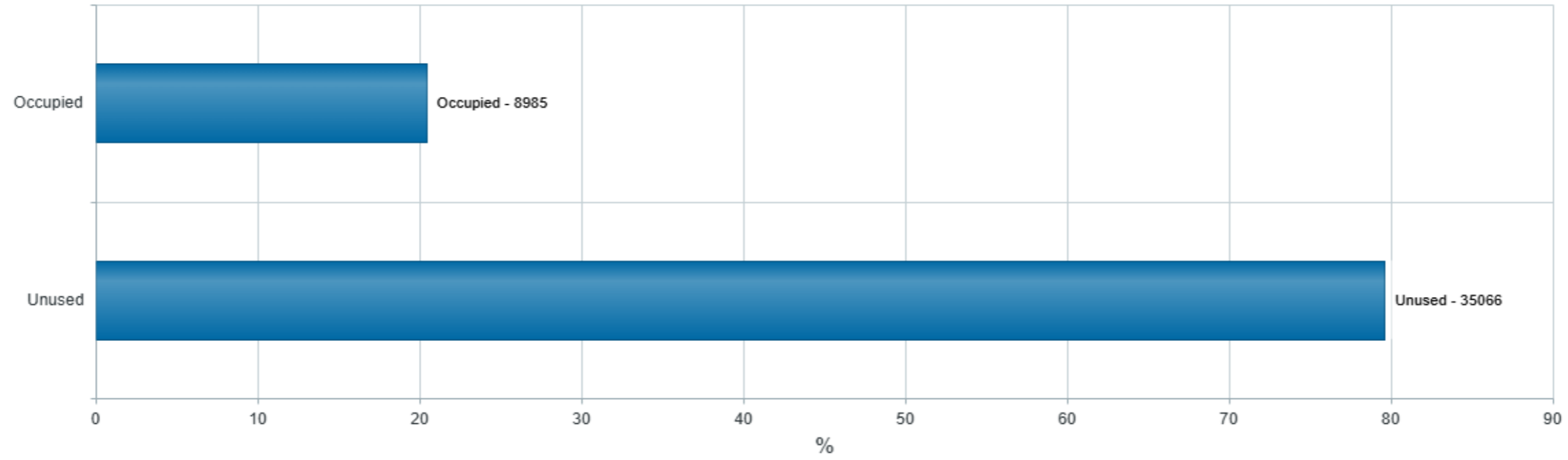
Assembly Room Occupancy (01/02/2025 - 31/03/2025)



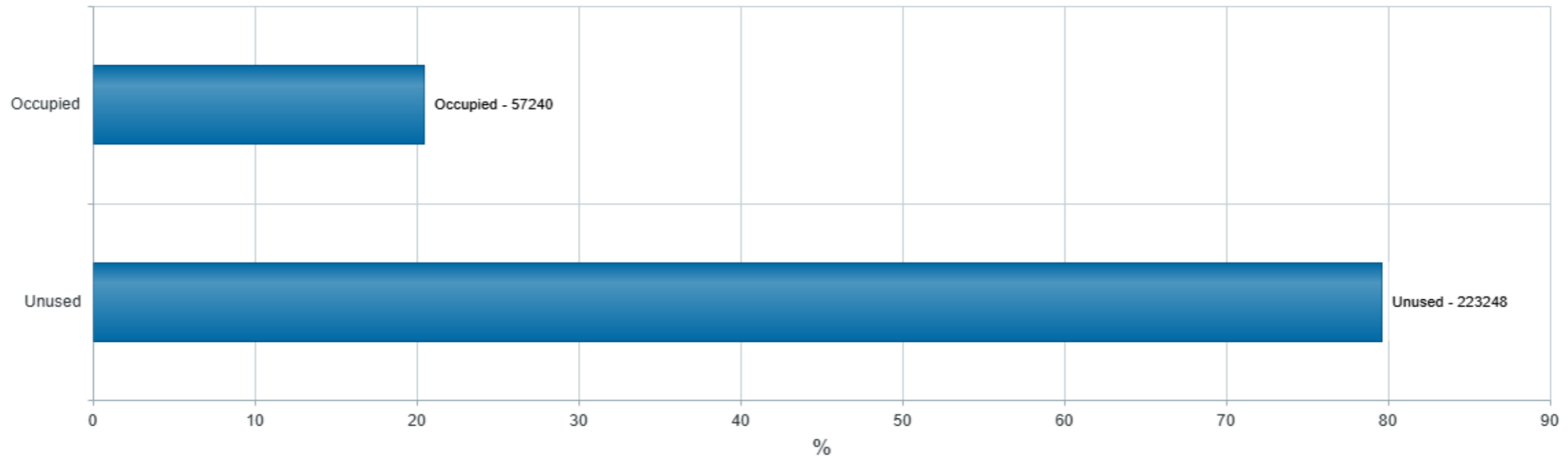
Year Assembly Room Occupancy (01/04/2024 - 31/03/2025)



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



Year Old Court Room Occupancy (01/04/2024 - 31/03/2025)



Financial Year Ending 31st March 2025
Income per Hirer

