

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 Decvices
SF	Street Furniture

Date of Report	19/05/2025
Meeting Date	27/05/2025 11:00am

Colour	Status
	On target
	Risk of delay
	Delivery delayed

PROJECTS COMPLETED						
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, instll 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	Q1	AW
BF - Tree Pruning (North)	Trees overhanging neighbours	£ 800.00	Info Only	Awaiting for spring due to ground conditions	Q1	AW
CH - Legionaires Training & Management	Risk Management, testing and certification	£ 600.00	Info Only	Required to meet compliance Report received; findings: Crush Bar Pipework needs to be flushed regularly to reduce coli levels current 300, Pipework needs modifying in a few areas around the building to remove dead legs, Hose pipes need to be disinfected and 2 water tanks need to be cleaned annually. Procedures are being carried out in accordance to recomendations and will be on new Inspection/Asset software	Q1	AW
CH - Lift	Repairs due to door closure issue	£ 2,840.00	Info Only	New Control box and edges	Q1	AW
CH - Roof Safety Gate	Installation of safety gate to comply with regulations	£ 2,072.00	Info Only			

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PROJECTS IN PROGRESS						
Location - Title	Detail	Budget	Progress	Comments	Proposed Quarter for Progress	Lead Officer
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 the damp by extracting moisture. - Approved 28/01/2025	Q2	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	£ 1,625.00	Ordered	Awaiting manufacturer and install date, estimated July 2025 UPDATE: Install June 2025	Q1	AW
CH - Chamber Blinds	Replacement binds required following secondary glazing completion	£ 1,608.33	Ordered	Awaiting manufacturer and install date, estimated July 2025 UPDATE: Install June 2025	Q1	AW
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	£ 4,888.18	Ordered	Awaiting install date		AW
BL - Fencing	Relocation of rear gate access and new fencing and removal of bollards	£ 1,065.00	Ordered	Required to prevent fly-tipping at entrance	Q2	AW
STP - Oak Tree Reduction	To prevent shading of plots	£ 1,680.00	Ordered	South Oak to previous pruning points, North Oak prune back 3-4m Scheduled 28/05/2025	Q1	AW
CH - Asset Management & Inspection Software with Tags	New system required	£1750 +tags	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 UPDATE: Papertrail select £1,530 per year for 3 users, asset tags lookin at solution to print our own circa £1,500 inc. 3000 labels	Q2	AW, GB & ST
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	Awaiting install date	Q1	AW

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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.	Q1	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 the damp by extracting moisture - Approved 28/01/2025 Awaiting advice on LBC requirements from CDC	Q2	AW
CH - Disposal of Assets	Place Muller painting for sale with Strides Auctions		In progress		Q4	MC
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	Approved	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 Awaiting confirmation of install dates for August		AW
CH - EV Charger Relocation	Fire Brigade advised that this should be relocated to the other side of the car park away from the building.	£ 447.78 2 days £ 150.00	Info Only	Electricians In-house labour Ducting 40mm		AW
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 variance of the walls and parapet. The additional cost does 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 - Roof Insulation	Insulation of roof spaces	£ 3,790.00	Awaiting time to schedule	Insulation to order	Q4	AW

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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 - 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
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
RA - Fencing	Replace collapsed fencing	£ 4,757.00	Info Only	Old fence is in total disrepair On-hold need to address land that is used by home owners under licence that has not been paid for and some not utilised		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	To be installed - In-house		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 Awaiting full audit		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.	ON HOLD	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	ON HOLD	AW
CH - Allotment Management Software	Management of allotments with supported software and reporting	TBA	Info Only	Looking at various options - currently "On Hold"	ON HOLD	AW, GB & ST

NEW PROJECTS

Location - Title	Detail	Budget	Progress	Comments	Proposed Quarter for Progress	Lead Officer
CH Relocation of EV Charger	Relocate away from the building as recommended by Fire & Rescue Services Inspection	£ 859.78	Info Only	Aspect Electrical £447.78+VAT Beaver Tool Hire - Digger hire (1 day) £150.00+VAT Caution Electric Cable Marking £12.00 Covers - Sharp Sand (10 bags) £50.00 Inhouse Team £200.00	Q2	AW
CH - Finance 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 - Approved 28/01/2025 Awaiting advice on LBC requirements from CDC	Q2	AW

ALLOTMENTS

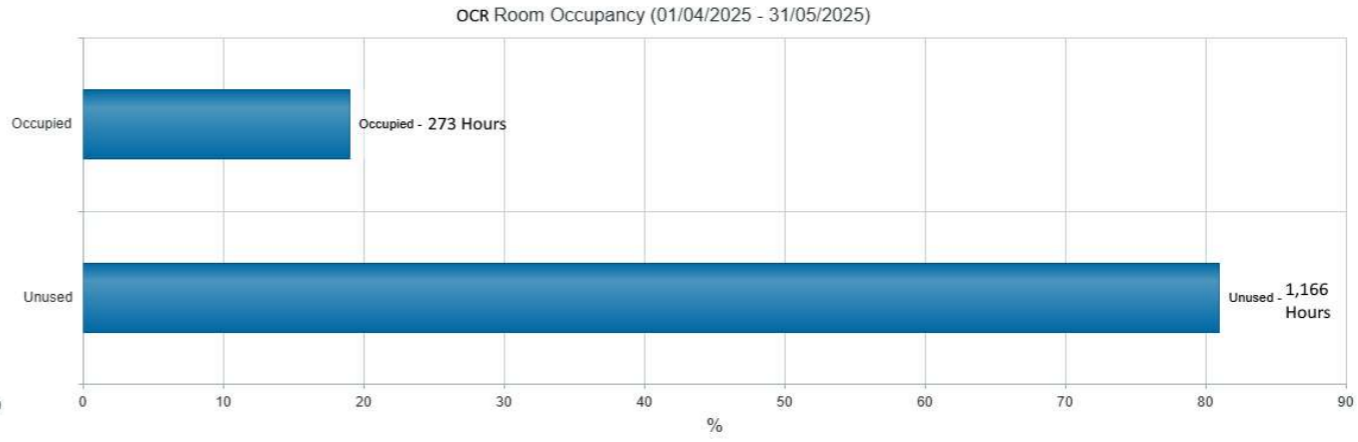
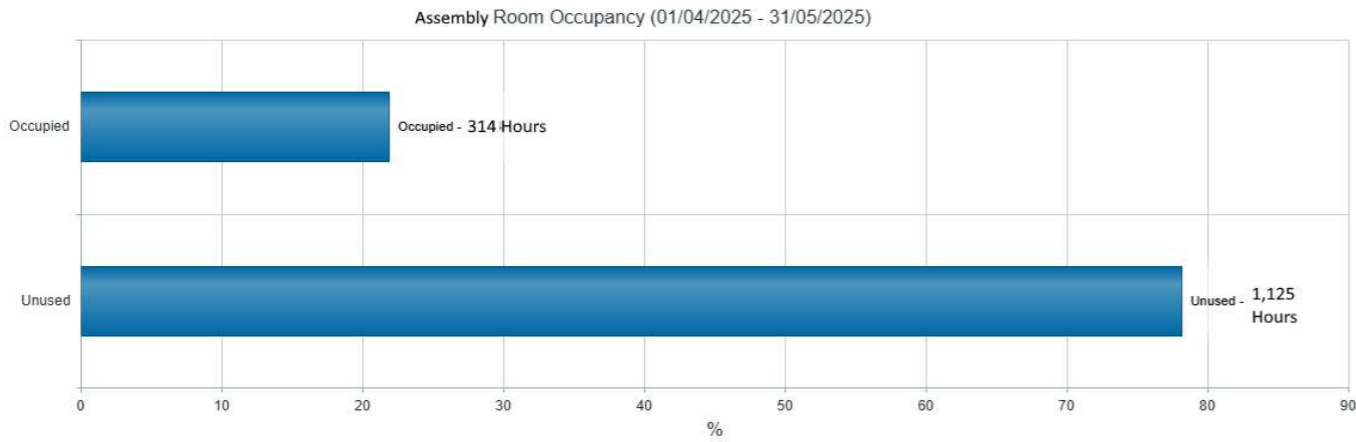
Statistics	Waiting List	Vacancies	Leavers Current Year	Uncultivated Notices	Termination UC
AL(BL)	15	1	3	4	1
AL(F)	9	0	1	3	0
AL(STJ)	10	1	16	21	1
AL(K)	6	0	3	4	2
AL(STP)	46	0	8	10	7
AL(RA)	11	1	2	12	1
AL(W)	11	0	3	2	0
	108	3	36	56	12

Plot Conditions	Numbers (All Sites)
Excellent	176
Good	188
Fair	32
Poor	0
Neglected	2
Exempt (Health Issues)	8

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
April to May 2025



June to August 2025

