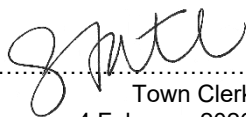




Chichester City Council

MEETING OF THE PROPERTY SUB-COMMITTEE

MEMBERS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE PROPERTY SUB-COMMITTEE BEING HELD AT 11.00AM ON TUESDAY 10 FEBRUARY 2026 IN THE COUNCIL CHAMBER


Town Clerk
4 February 2026

PROP2026/1.APOLOGIES FOR ABSENCE

To note apologies, receive from members of the Committee prior to the meeting.

PROP2026/2.DECLARATIONS OF INTEREST

Declarations of interest by Members of the Committee in matters on the agenda of this meeting.

PROP2026/3.MINUTES OF THE PREVIOUS MEETING

To approve and sign as a correct record the minutes of the ordinary committee meeting held on the 25 November 2025.

PROP2026/4.UPDATE ON ACTIONS FROM PREVIOUS MEETING

- Review the formatting of reports concerning occupancy – Property Maintenance Manager
- Send out a note regarding statistics to members – Property Maintenance Manager
- Send notices to residents regarding the Roman Amphitheatre fencing project and formalise rental agreements where applicable – Property Maintenance Manager
- Review the current marketing plan for room bookings and consider external resources to enhance booking rates – Property Maintenance Manager (Note: Suggest increasing room booking is focused on by communication with input from property)

PROP2026/5.PROPERTY MAINTENANCE MANAGERS REPORT

To consider the Property Maintenance Managers report.
For Information

PROP2026/6.INFORMATION TO NOTE

Summarised in Property Maintenance Managers report

- Allotments
- Room bookings/occupancy rates (Attached)

PROP2026/7.COUNCIL HOUSE ROOF PROJECTS - CONSULTANCY FOR IMPLEMENTATION AND COSTINGS

Review proposal (Attached).
For Decision

PROP2026/8.ALLOTMENT FEES 2026

Yellow tabs only need review and letter, for finance to approve.
For Decision

PROP2026/9.MARKET CROSS CONDITION REPORT

Review inspection report (Attached)
Review budgetary estimate from company that performed the last restoration (Attached)
For Discussion

PROP2026/10.REPLACEMENT VAN EV

The Renault Kangoo EV has failed MOT and is off the road, repairs to pass MOT circa £960.00 and would need further repairs in the future.
Propose to replace with a van on lease that is fit for purpose (Ford Transit Size), ASAP
For Decision

PROP2026/11.MURRAY-NELSON STATUE

Further to meeting of the Community Affairs Committee held on 4 December 2025, to consider the following resolution for action:

"The committee recommended to the Property Sub-Committee that an application for permanent planning permission be submitted to Chichester District Council." (minute CA2025/32 refers).

PROP2026/12.JOURNEY THROUGH WORDS PROJECT

To consider supporting the 'Journey Through Words' project by permitting installation of poetry panels on the City Council bus shelters.

Community Officer's Report attached.

PROP2026/13.ITEMS FOR NEXT AGENDA

PROP2026/14.DATE OF NEXT MEETING

Date of next ordinary meeting: Tuesday 26 May 2026 - 11.00am

[PMM Report 03-02-2026](#)

PROP2026/5 - PROPERTY MAINTENANCE MANAGERS REPORT

Last modified: 2026-02-04

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 - Blackberry 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	02/02/2026
Meeting Date	10/02/2026 11:00am

Colour	Status
	On target
	Risk of delay
	Delivery delayed
	On hold

PROJECTS COMPLETED						
MC - Market Cross - Condition Survey	Inspection is long overdue, last in 2015. Report will cover condition of stonework, roof, metalwork, and downpipe	£ 2,540.00	4-5/11/2025	<p>Condition report by Copperstone. Trying out as they have a competitive quote for roof works management.</p> <p>Report Attached to Meeting Pack - Budgetary costings for repairs, following no repairs for 10 years, circa £108K</p> <p>However, I asked the previous company that was involved in repairs to provide an independent budgetary quote which arrived circa £51K, contingency 15%, providing all repairs were carried out in one go, thus avoiding the erection of scaffolding twice which would cost £20K each time with their costs.</p>	Complete Dec 2025	AW
CH - Crush Bar - Replacement Electric Roof Blinds	<p>3 off Apollo Mains HW Motorised Pleated Roof Blinds in Infusion Fire Retardant Fabric with Solar Reflective backing.</p> <p>This price includes a 15% discount also supply & installation.</p> <p>Delivery and Installation: 3 weeks from receipt of order</p> <p>Warranty: 2 Years from installation</p>	£ 1,625.00	Dec-25	<p>Awaiting manufacturer and install date, estimated July 2025</p> <p>UPDATE: Install June 2025</p> <p>Due to manufacturer closing down, new manufacturer appointed awaiting install date</p> <p>UPDATE 16/11/2025 - Installation postponed to January 2026 due to access around hirers</p>	Complete Jan 2026	AW

PROJECTS IN PROGRESS						
Location - Title	Detail	Budget	Progress	Comments	Proposed Quarter for Progress	Lead Officer
Papertrail - Additional Licences & Custom Reports	5 x additional Licences required for additional users of the system. Bespoke reports for Monthly Report and individual Asset History Report.	See Comments	APPROVED 25/11/2025 Approval Required	<p>NOTE: We are going to have to replace the existing tablets as they are not capable to run the apps. Therefore we need to budget for some ruggedised tablets with high performance, these will cost between £500-750 each</p> <p>Licences implemented and now starting to roll out to additional users. Report functionality created and undergoing evaluation.</p> <p>The system is being adapted so that room checks happen before and after hires, complaints can be handled, contractors insurance cover monitored and collected for records. All assets of the Council are on the system for audit purposes.</p> <p>COSTS - Approved 25/11/2025</p> <p>5 Licences - 4 users at £360 each, plus 1 free user, giving you a total of 10 users overall.</p> <p>The total price for the 5 users plus the report is £2,140 Ex-VAT, made up of:</p> <ul style="list-style-type: none"> •£1,440 for the 4 paid users •£240 for the report •£500 one-off setup payment <p>The recurring annual cost of £1,680 Ex-VAT (users + report) will be added to your current subscription, with the £500 one-off fee charged separately.</p>	Q1 2026	AW
Consultancy - Evaluation of Roof Projects by Independent Consultant	Review all roof projects, look at proposed program of works, and costings.	Not set		Quote obtained from a company who are principal is a lecturer at West Dean College. Cost £6,382.50+VAT (Provisional sum)	Q1	AW
CH - Clerk's Office - Heating	Installation of AC Unit to provide heating, cooling and control humidity	£ 1,900.00	Approved	<p>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</p> <p>LBC consent is required, plans to be drawn up.</p>	Q4	AW
CH - Finance Office - Heating	Installation of AC Unit to provide heating, cooling and control humidity	£ 1,900.00	Approval 27/05/2025		Q1/2 - for LBC application	AW
CH - Town Clerks Office - Damp	Address damp issues	TBA	Ongoing	<p>Established - membrane does not exist between brickwork and insulated plasterboard. Plasterboard will need to be removed and membrane installed, insulated plasterboard to be replaced.</p> <p>UPDATE 16/11/2025: Have identified that brickwork on the outside of office on Lion Street, has had a water barrier sealant applied to the brickwork twice in past years, this should have not been applied as the walls are unable to breathe, therefore moisture finds the way of escape to the internal side of the walls. In addition, we opened up the voids on the east wall either side of the chimney breast to discover large amounts of rubble in the void against the walls, which prevented airflow, this has been removed and additional airbricks put in place to aid circulation.</p> <p>UPDATE 29/01/2026: Town Clerks office has improved after we opened up voids either side of the chimney breast externally, in the voids we found piles of rubble and debris up against the office wall, this was removed and air bricks installed, thus far the smell of damp has virtually disappeared.</p>	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 Meeting scheduled for		Q4	AW, CA, PL

Chichester City Council
Sub-Property Committee Report

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
CH - Disposal of Assets	Place Muller painting for sale with Strides Auctions		In progress	Awaiting resource availability from Finance	Q4	MC
RA - Fencing	Replace collapsed fencing	£ 4,757.00	Approval Required	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 20/10/2025 - Surrey Hills Solicitors advise that we can obtain the land back UPDATE 16/11/2025 - To give notice and allow one homeowner to continue with access, Solicitor cost circa £1,200+VAT	Q4	AW

ON HOLD PROJECTS						
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 LBC Permitted	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	LBC & Planning PERMITTED	LBC and Planning Consent applied for, CDC has visited awaiting outcome. Planning Ref: CC2402804FUL LBC Ref: 2402805LBC	Q4	AW
CH - Roof drainage	Installation of replacement Gullies	TBA	LBC Not required	See separate report		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
CH - Pipe and Ducting Lagging for Energy Saving and NetZero	Installation of instulation around pipework and ducts	323.43	Approval Required		ON HOLD	AW

NEW PROJECTS						
Location - Title	Detail	Budget	Progress	Comments	Proposed Quarter for Progress	Lead Officer
CH - Renewal of Maintenance of Intruder and Fire Systems	Intruder and Fire Alarms, CCTV, Fire Door Closers and Emergency Lighting			Our current supplier has been taken over by a large company and service is now very poor. In addition the regulations on Emergency Lighting have altered, we now have to a certified engineer perform the 3 hour annual run test, we will continue to perform the monthly tests. Fire exits and Fire doors need to be inspected by a certified person to ensure they meet regulations, this needs to be performed as soon as possible.	Q1	AW
STM - Changhes to Garden	Redesign of garden to make into a proposed wedding photo area and a more relaxed garden for those that use it.				Q1	AW & SH
CH - Crush Bar (Storage Cupboard)	New leak from flat roof causing damage to smoke detector and ceiling, currently unable to trace externally. Will need to remove ceiling. Smoke detector disabled.		URGENT		Q1	AW
CH - Mayors Parlour - Chimney	Chimney needs inspecting with camera, debris coming down in lumps.			Find company to carry out inspection	Q1/2	AW
CH - Assembly room audio	Needs to be reviewed for quality and easy of use.			02/02/2026 - Tested equipment removed faulty equipment. Need to purchase: 2 x Headset Mic's 1 x Phono to Phono lead 5m 1 x Power Lead 5m 1 x Remote Bluetooth Aerial 1U Wall Bracket	Q1	GB & AW
CH - Emergency Lighting	3 Hour test and replacements			Regulations have changed have to be inspected and tested by a Fire Safety Company or Electrician - Annually. We will continue with monthly "Flick" and "1.5 hour tests.	Q1	AW
CH - Portico	Homeless issue of sleeping and blocking venue, drinking, substance use, food waste, exposing body parts and defecating.			CDC aware pass it to Stonepillow, Stonepillow aware but takes time. Complaints from hirers 31/01/20267 (Flim Makers) and 03/02/2026 (Ceroc)	Q1	AW

ALLOTMENTS

Statistics	Waiting List	Vacancies	Leavers Current Year	Uncultivated Notices	Termination UC
AL(BL)	21	0	3	0	0
AL(F)	17	0	1	1	0
AL(STJ)	13	2	16	0	0
AL(K)	11	0	3	0	2
AL(STP)	49	3	8	1	6
AL(RA)	27	0	2	0	0
AL(W)	13	1	3	1	0
	151	6	36	3	8

Plot Conditions	Numbers (All Sites)
Excellent	183
Good	199
Fair	54
Poor	0
Neglected	0
Exempt (Health Issues)	7

Allotment Issues:

St James	Office not fit for purpose, container condensation caused electrics to fail, electrics do not conform to regulations. SH has applied paint to containers that limits damp, waiting to see outcome. If successful we will need to consider our options to temporary reinstate the facility and upgrade the electrics to meet regulations.	ON HOLD	AW
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[Room Hire Statistics](#)

PROP2026/6 - INFORMATION TO NOTE

Last modified: 2026-02-02

ROOM HIRE STATISTICS**ACTUAL - 01 December 2025 to 31 January 2026**

INVOICED		
Month Name	Amount Invoiced (£)	Number of Invoices
December	£17,294.71	20
January	£5,509.15	19
Totals	£22,803.86	39

OCCUPANCY			
Name	Total Minutes	Total Hours	Percentage Occupancy
Assembly Room	16874	281	40
Crush Bar	1080	18	3
Old Court Room	12420	207	30
Council Chamber	6225	104	15
Commercial Kitchen - Ground Floor	0	0	0
Bar Facilities	0	0	0
Portico	300	5	1
Flag	90	2	0
Lift Out of Action	0	0	0
2 hr Event Cleaning	0	0	0
Scooter 1	1380	23	3
Scooter 2	270	5	1
Street Banner - North Street	0	0	0
Street Banner - East Street	0	0	0
Food Waste Bins Out On Street	360	6	1
Garden Waste Bins Out On Street	480	8	1
Recycling Waste Bins Out On Street	1560	26	4
General Waste Bins Out On Street	960	16	2
External Lighting	0	0	0
Totals	41999	700	100

FORECAST - 01 February 2026 to 31 March 2026

FREE USE WEEKDAY							
Name	Booking Type	Price Rate Name	Rooms	Duration (Hours)	Booking Status	Cost (£)	Cost Inc. Line Items (£)
Arts Forum	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Meet The Funders Networking Event	Meeting	Weekday Free User	Assembly Room	4	Confirmed	£0.00	£0.00
Chichester Cycle Forum	Meeting	Weekday Free User	Old Court Room	1.5	Confirmed	£0.00	£0.00
Tree Wardens	Meeting	Weekday Free User	Council Chamber	2.75	Confirmed	£0.00	£0.00
Chichester Women's History Group	Meeting	Weekday Free User	Assembly Room	3	Confirmed	£0.00	£0.00
Chichester Women's History Group	Meeting	Weekday Free User	Assembly Room	3	Confirmed	£0.00	£0.00
Chichester Women's History Group	Meeting	Weekday Free User	Assembly Room	3	Confirmed	£0.00	£0.00
Friends of Ravenna Committee	Meeting	Weekday Free User	Council Chamber	1.5	Confirmed	£0.00	£0.00
City Band - Instrument Taster Day	Meeting	Weekday Free User	Portico, Old Court Room	4	Confirmed	£0.00	£0.00
4 Cities Meeting	Meeting	Weekday Free User	Council Chamber	1.5	Confirmed	£0.00	£0.00
Young Peoples shop	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Young Peoples shop	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Young Peoples shop	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Young Peoples shop	Meeting	Weekday Free User	Crush Bar	2	Confirmed	£0.00	£0.00
Young Peoples shop	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Young Peoples shop	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Young Peoples shop	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Young Peoples shop	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Young Peoples shop	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Young Peoples shop	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Young Peoples shop	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Young Peoples shop	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Young People Shop	Meeting	Weekday Free User	Council Chamber	2	Confirmed	£0.00	£0.00
Canine Partners	Public Event	Weekday Free User	Old Court Room	3	Confirmed	£0.00	£0.00
Priory Park Society	Meeting	Weekday Free User	Council Chamber	2	Confirmed	£0.00	£0.00
Friends of Valletta	Meeting	Weekday Free User	Council Chamber	2	Confirmed	£0.00	£0.00
ChiBAC	Meeting	Weekday Free User	Council Chamber	1.75	Confirmed	£0.00	£0.00
ChiBAC	Meeting	Weekday Free User	Council Chamber	1.75	Confirmed	£0.00	£0.00
ChiBAC	Meeting	Weekday Free User	Council Chamber	1.75	Confirmed	£0.00	£0.00
Rotary Novium Beacon Committee	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Rotary Novium Beacon Committee	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Rotary Novium Beacon Committee	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Rotary Novium Beacon Committee	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Rotary Novium Beacon Committee	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Rotary Novium Beacon Committee	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Rotary Novium Beacon Committee	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Rotary Novium Beacon Committee	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Rotary Novium Beacon Committee	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Rotary Novium Beacon Committee	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Rotary Novium Beacon Committee	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Sussex Festivals Forum	Meeting	Weekday Free User	Old Court Room	3	Confirmed	£0.00	£0.00
Friends of Speyer Committee	Meeting	Weekday Free User	Council Chamber	2	Confirmed	£0.00	£0.00
Young People Shop	Meeting	Weekday Free User	Council Chamber	2	Confirmed	£0.00	£0.00
Young People Shop	Meeting	Weekday Free User	Crush Bar	1	Confirmed	£0.00	£0.00
Young People Shop	Meeting	Weekday Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Welfare Trust Mtg	Meeting	Weekday Free User	Council Chamber	1	Confirmed	£0.00	£0.00
Viewing for Sea Cadets	Meeting	Weekday Free User	Assembly Room	1.5	Confirmed	£0.00	£0.00
Friends of Valletta Committee	Meeting	Weekday Free User	Council Chamber	1	Confirmed	£0.00	£0.00
ChiBAC DTE Meeting	Meeting	Weekday Free User	Council Chamber	2	Confirmed	£0.00	£0.00
Age UK meeting	Meeting	Weekday Free User	Council Chamber	1	Requested	£0.00	£0.00
Anne's Guided Tour	Meeting	Weekday Free User	Council Chamber	1.5	Confirmed	£0.00	£0.00
Chichester Holocaust Memorial Meeting	Meeting	Weekday Free User	Council Chamber	1	Confirmed	£0.00	£0.00
Totals				107.5		£0.00	£0.00

FREE USE WEEKEND							
Name	Booking Type	Price Rate Name	Rooms	Duration (Hours)	Booking Status	Cost (£)	Cost Inc. Line Items (£)
Friends of Valletta	Meeting	Weekend Free User	Old Court Room	2	Confirmed	£0.00	£0.00
Surf Cinema	Concert/Show	Weekend Free User	Assembly Room	4	Confirmed	£0.00	£0.00
Junior Citizen's Event - Fundraiser	Public Event	Weekend Free User	Assembly Room	2	Confirmed	£0.00	£0.00
Totals				8		£0.00	£0.00

STANDARD RATE WEEKDAY							
Name	Booking Type	Price Rate Name	Rooms	Duration (Hours)	Booking Status	Cost (£)	Cost Inc. Line Items (£)
Arts Society Chichester	Meeting	Weekday Standard Rat	Assembly Room	3	Confirmed	£87.51	£120.01
Arts Society Chichester	Meeting	Weekday Standard Rat	Assembly Room	3	Confirmed	£105.01	£137.51
Arts Society Chichester	Meeting	Weekday Standard Rat	Assembly Room	3	Confirmed	£105.01	£136.68
The Arts Society Chichester Study Day	Meeting	Weekday Standard Rat	Assembly Room	7	Confirmed	£245.03	£276.70
Tony Stockwell - Psychic Medium	Concert/Show	Weekday Standard Rat	Assembly Room	5	Confirmed	£225.00	£225.00
City of Chichester A.S. meeting	Meeting	Weekday Standard Rat	Assembly Room	3	Confirmed	£87.51	£120.01
City of Chichester A.S. meeting	Meeting	Weekday Standard Rat	Assembly Room	3	Confirmed	£105.01	£137.51
City of Chichester A.S. meeting	Meeting	Weekday Standard Rat	Assembly Room	3	Confirmed	£105.01	£137.51
Chichester Chamber Concert	Concert/Show	Weekday Standard Rat	Assembly Room	8	Confirmed	£312.51	£312.51
Chichester Chamber Concert	Concert/Show	Weekday Standard Rat	Assembly Room	8	Confirmed	£375.01	£375.01
Chichester Chamber Concert	Concert/Show	Weekday Standard Rat	Assembly Room	8	Confirmed	£375.01	£375.01
Evening Arts Society	Seminar	Weekday Standard Rat	Assembly Room	3	Confirmed	£135.00	£167.50
Evening Arts Society	Seminar	Weekday Standard Rat	Assembly Room	3	Confirmed	£162.00	£193.67
The Arts Society - Chichester Evening	Public Event	Weekday Standard Rat	Assembly Room	3	Confirmed	£162.00	£194.50
Chichester u3a Committee	Meeting	Weekday Standard Rat	Old Court Room	2	Confirmed	£48.00	£48.00
Chichester u3a Committee	Meeting	Weekday Standard Rat	Old Court Room	2	Confirmed	£48.00	£48.00
Chichester Wine Society	Meeting	Weekday Standard Rat	Assembly Room	3.5	Confirmed	£157.50	£239.16
Chichester Wine Society	Meeting	Weekday Standard Rat	Assembly Room	3.5	Confirmed	£189.00	£189.00
Chichester Wine Society	Meeting	Weekday Standard Rat	Assembly Room	3.5	Confirmed	£189.00	£189.00
Arts Society of Lavant Valley	Seminar	Weekday Standard Rat	Assembly Room	3	Confirmed	£87.51	£120.01
Arts Society of Lavant Valley	Seminar	Weekday Standard Rat	Assembly Room	3	Confirmed	£105.01	£137.51
Arts Society of Lavant Valley	Seminar	Weekday Standard Rat	Assembly Room	3	Confirmed	£105.01	£137.51
Arts Society Chichester Lavant Valley Virtual To	Meeting	Weekday Standard Rat	Assembly Room	3.5	Confirmed	£122.51	£155.01
Arts Society Lavant Valley Trial	Meeting	Weekday Standard Rat	Assembly Room	1.5	Confirmed	£52.51	£85.01
CDC Planning Enquiry - Land South of Churchla	Meeting	Weekday Standard Rat	Old Court Room	9	Confirmed	£160.00	£160.00
Women in Leadership networking event	Meeting	Weekday Standard Rat	Assembly Room	4	Confirmed	£140.02	£200.85
Early Years Education & Childcare Jobs Fair	Public Event	Weekday Standard Rat	Assembly Room, Old Court R	4	Confirmed	£264.02	£289.02
WSSCP Neglect Champions meeting	Meeting	Weekday Standard Rat	Assembly Room	8	Confirmed	£233.36	£294.19
Safe Uncertainty Workshop	Seminar	Weekday Standard Rat	Old Court Room	8	Confirmed	£160.00	£185.00
WSCC	Meeting	Weekday Standard Rat	Assembly Room	8	Confirmed	£280.03	£312.53
Edward Cooke - Training Event	Meeting	Weekday Standard Rat	Old Court Room	7	Confirmed	£140.00	£200.83
Celebration for Residential Services	Party	Weekday Standard Rat	Assembly Room	5	Confirmed	£145.85	£206.68
Diabetes Education	Meeting	Weekday Standard Rat	Old Court Room	6	Confirmed	£120.00	£120.00
Diabetes Education	Meeting	Weekday Standard Rat	Old Court Room	6	Confirmed	£120.00	£120.00
FIS and EYF teams Training	Meeting	Weekday Standard Rat	Old Court Room	4	Confirmed	£80.00	£105.00
First Aid Training	Meeting	Weekday Standard Rat	Assembly Room	8.25	Confirmed	£240.65	£301.48
WSCC Training	Meeting	Weekday Standard Rat	Old Court Room	2	Confirmed	£48.00	£48.00
Totals				170.75		£5,822.60	£6,800.92

STANDARD RATE WEEKEND							
Name	Booking Type	Price Rate Name	Rooms	Duration (Hours)	Booking Status	Cost (£)	Cost Inc. Line Items (£)
Mynt Image Craft Fair	Market / Sale	Weekend Standard Rat	Assembly Room	9	Confirmed	£486.00	£486.00
Anna Tabbush & Dom Stichbury singing weekend	Public Event	Weekend Standard Rat	Assembly Room	8	Confirmed	£360.00	£360.00
Rock Concert	Concert/Show	Weekend Standard Rat	Assembly Room	8	Confirmed	£532.65	£532.65
Dinner & Dance	Dinner/Lunch	Weekend Standard Rat	Assembly Room	7	Confirmed	£398.88	£398.88
Dinner & Dance	Dinner/Lunch	Weekend Standard Rat	Old Court Room	2	Confirmed	£93.34	£93.34
Dinner & Dance	Dinner/Lunch	Commercial Kitchen	Commercial Kitchen - Ground	3	Confirmed	£250.00	£250.00
Record Fair	Market / Sale	Weekend Standard Rat	Assembly Room	9	Confirmed	£486.00	£486.00
PZAZZ Singers Concert	Concert/Show	Weekend Standard Rat	Assembly Room	6	Confirmed	£286.66	£286.66
Rock Concert	Concert/Show	Weekend Standard Rat	Assembly Room	8	Confirmed	£532.65	£532.65
Totals				60		£3,426.18	£3,426.18

DISCOUNT WEEKDAY							
Name	Booking Type	Price Rate Name	Rooms	Duration (Hours)	Booking Status	Cost (£)	Cost Inc. Line Items (£)
Chichester u3a Members Monthly Meeting	Meeting	Weekday Discount	Assembly Room	3	Confirmed	£43.77	£76.27
Chichester u3a Members Monthly Meeting	Meeting	Weekday Discount	Assembly Room	3	Confirmed	£52.52	£85.02
Chichester u3a Members Monthly Meeting	Meeting	Weekday Discount	Assembly Room	3	Confirmed	£52.52	£85.02
Chichester u3a Committee	Meeting	Weekday Discount	Old Court Room	2	Confirmed	£20.00	£20.00
Friends of Ravenna	Meeting	Weekday Discount	Assembly Room	2.5	Confirmed	£67.50	£67.50
Chichester Runners	Polling Station	Weekday Discount	Old Court Room	4	Confirmed	£90.00	£90.00
Chichester Runners	Polling Station	Weekday Discount	Old Court Room	4	Confirmed	£90.00	£90.00
Chichester Runners	Polling Station	Weekday Discount	Old Court Room	4	Confirmed	£90.00	£90.00
Epiphany Lunch	Meeting	Weekday Discount	Old Court Room	6	Confirmed	£50.00	£50.00
Friends of Ravenna New Members Meeting	Meeting	Weekday Discount	Old Court Room	2	Confirmed	£45.00	£45.00
Friends of Valletta committee	Meeting	Weekday Discount	Council Chamber	1	Confirmed	£0.00	£0.00
Friends of Speyer Members Mtg	Meeting	Weekday Discount	Assembly Room	4	Confirmed	£108.00	£168.83
Chichester in Europe (FOSpeyer)	Meeting	Weekday Discount	Assembly Room	4	Confirmed	£108.00	£108.00
Chichester Sea Cadets Inspections	Meeting	Weekday Discount	Assembly Room	2.5	Confirmed	£56.25	£56.25
Totals				45		£873.56	£1,031.89

DISCOUNT WEEKEND							
Name	Booking Type	Price Rate Name	Rooms	Duration (Hours)	Booking Status	Cost (£)	Cost Inc. Line Items (£)
WINTER EVENT - Chichester FilmMakers C.I.C	Public Event	Weekend Discount	Assembly Room	4	Confirmed	£94.17	£155.00
Lib Dem Dinner	Dinner/Lunch	Weekend Discount	Assembly Room, Commercial	3.5	Requested	£134.42	£384.42
Lib Dem Workshops	Meeting	Weekend Discount	Old Court Room	3.75	Confirmed	£84.38	£84.38
Totals				11.25		£312.97	£623.80

DISCOUNT CEROC							
Name	Booking Type	Price Rate Name	Rooms	Duration (Hours)	Booking Status	Cost (£)	Cost Inc. Line Items (£)
Ceroc dance classes	Public Event	Ceroc	Assembly Room	5	Confirmed	£222.00	£222.00
Ceroc dance classes	Public Event	Ceroc	Assembly Room	5	Confirmed	£222.00	£222.00
Ceroc dance classes	Public Event	Ceroc	Assembly Room	5	Confirmed	£222.00	£222.00
Ceroc dance classes	Public Event	Ceroc	Assembly Room	5	Confirmed	£222.00	£222.00
Ceroc dance classes	Public Event	Ceroc	Assembly Room	5	Confirmed	£222.00	£222.00
Ceroc dance classes	Public Event	Ceroc	Assembly Room	5	Confirmed	£222.00	£222.00
Ceroc dance classes	Public Event	Ceroc	Assembly Room	5	Confirmed	£222.00	£222.00
Ceroc dance classes	Public Event	Ceroc	Assembly Room	5	Confirmed	£222.00	£222.00
Ceroc dance classes	Public Event	Ceroc	Assembly Room	5	Confirmed	£266.40	£266.40
Ceroc dance classes	Public Event	Ceroc	Assembly Room	5	Confirmed	£266.40	£266.40
Ceroc dance classes	Public Event	Ceroc	Assembly Room	5	Confirmed	£266.40	£266.40
Ceroc dance classes	Public Event	Ceroc	Assembly Room	5	Confirmed	£266.40	£266.40
Ceroc dance classes	Public Event	Ceroc	Assembly Room	5	Confirmed	£266.40	£266.40
Ceroc dance classes	Public Event	Ceroc	Assembly Room	5	Confirmed	£266.40	£266.40
Totals				65		£3,108.00	£3,108.00

COUNCIL USAGE							
Name	Booking Type	Price Rate Name	Rooms	Duration (Hours)	Booking Status	Cost (£)	Cost Inc. Line Items (£)
Meeting of the Full Council	Meeting	Weekday Free User	Council Chamber, Assembly	2	Confirmed	£0.00	£0.00
Community Affairs Committee	Meeting	Weekday Free User	Council Chamber	2	Confirmed	£0.00	£0.00
Planning and Conservation Committee	Meeting	Weekday Free User	Council Chamber	2	Confirmed	£0.00	£0.00
Planning and Conservation Committee	Meeting	Weekday Free User	Council Chamber	2	Confirmed	£0.00	£0.00
Finance Committee	Meeting	Weekday Free User	Council Chamber	2	Confirmed	£0.00	£0.00
Business Plan Sub-Committee meeting	Meeting	Weekday Free User	Council Chamber	2	Confirmed	£0.00	£0.00
Property Sub-Committee meeting	Meeting	Weekday Free User	Council Chamber	2	Confirmed	£0.00	£0.00
Finance Committee - additional meeting	Meeting	Weekday Free User	Council Chamber	1.5	Confirmed	£0.00	£0.00
Finance Committee - additional meeting	Meeting	Weekday Free User	Council Chamber	1.5	Confirmed	£0.00	£0.00
Community Liaison Sub-Committee	Meeting	Weekday Free User	Council Chamber	2	Confirmed	£0.00	£0.00
Extra Ordinary Meeting of Council	Meeting	Weekday Free User	Council Chamber	2	Confirmed	£0.00	£0.00
Extra-Ordinary Meeting - Full Council	Meeting	Weekday Free User	Council Chamber	1.5	Confirmed	£0.00	£0.00
Community Liaison Sub-Committee	Meeting	Weekday Free User	Council Chamber	2	Confirmed	£0.00	£0.00
Meeting (Gareth)	Meeting	Weekday Free User	Council Chamber, Crush Bar	2.5	Confirmed	£0.00	£0.00
Personnel Sub-Committee	Meeting	Weekday Free User	Council Chamber	1	Confirmed	£0.00	£0.00
Annual Awards - Planning Meeting	Meeting	Weekday Free User	Council Chamber	2	Confirmed	£0.00	£0.00
Budget workshop	Meeting	Weekday Free User	Council Chamber	2	Confirmed	£0.00	£0.00
Finance Committee	Meeting	Weekday Free User	Council Chamber	2	Confirmed	£0.00	£0.00
Saunders - Replacement of Radiator Valves to a	Meeting	Weekday Free User	Council Chamber	8.5	Confirmed	£0.00	£0.00
Teams call	Meeting	Weekday Free User	Council Chamber	1	Confirmed	£0.00	£0.00
Celebration for the end of Ramadan and the fea	Public Event	Weekday Free User	Assembly Room, Old Court R	10	Confirmed	£0.00	£0.00
ADW Meeting	Meeting	Weekday Free User	Council Chamber	6.5	Confirmed	£0.00	£0.00
Decisions training	Meeting	Weekday Free User	Council Chamber	2	Confirmed	£0.00	£0.00
Mayor's Charity Meeting	Meeting	Weekday Free User	Council Chamber	1.5	Confirmed	£0.00	£0.00
Birthday drinks	Dinner/Lunch	Weekday Free User	Commercial Kitchen - Groun	11.5	Confirmed	£0.00	£0.00
AV equipment testing	Meeting	Weekday Free User	Assembly Room	3	Confirmed	£0.00	£0.00
Mayor's Charity Event - City Band	Concert/Show	Weekend Free User	Assembly Room	7	Confirmed	£0.00	£0.00
Sam meeting	Meeting	Weekday Free User	Council Chamber	3	Confirmed	£0.00	£0.00
Set-up for Wedding	Meeting	Weekday Free User	Council Chamber	4	Confirmed	£0.00	£0.00
Apollo Blids in Crush Bar	Meeting	Weekday Free User	Assembly Room	8	Confirmed	£0.00	£0.00
Council House Guided Tour	Meeting	Weekday Free User	Council Chamber	0.75	Confirmed	£0.00	£0.00
Council House Guided Tour	Meeting	Weekday Free User	Council Chamber	0.75	Confirmed	£0.00	£0.00
Wedding City Wide Showcase	Meeting	Weekend Free User	Council Chamber	3	Confirmed	£0.00	£0.00
Totals				106.5		£0.00	£0.00

FORECAST SUMMARY

Usage	Duration (Hours)	Cost (£)	Cost Inc. Line Items (£)
FREE USE WEEKDAY	107.5	£0.00	£0.00
FREE USE WEEKEND	8	£0.00	£0.00
COUNCIL USAGE	106.5	£0.00	£0.00
Totals	222	£0.00	£0.00

Usage	Duration (Hours)	Cost (£)	Cost Line Items (£)	Total Cost (£)
STANDARD RATE WEEKDAY	170.75	£5,822.60	£978.32	£6,800.92
STANDARD RATE WEEKEND	60	£3,426.18	£0.00	£3,426.18
DISCOUNT WEEKDAY	45	£873.56	£158.33	£1,031.89
DISCOUNT WEEKEND	11.25	£312.97	£310.83	£623.80
DISCOUNT CEROC	65	£3,108.00	£0.00	£3,108.00
Totals	352	£13,543.31	£1,447.48	£14,990.79

[Consultancy Quote](#)

PROP2026/7 - COUNCIL HOUSE ROOF PROJECTS - CONSULTANCY FOR
IMPLEMENTATION AND COSTINGS

Last modified: 2026-02-03

26 January 2026

Andrew Watson

Property Maintenance Manager

Chichester City Council

The Council House

North Street

Chichester

PO19 1LQ

Dear Andrew,

FEE PROPOSAL: INDEPENDENT ASSESSMENT OF PLANNED WORKS AT THE COUNCIL HOUSE, CHICHESTER, PO19 1LQ

Thank you for inviting [REDACTED] to provide a fee proposal to undertake an independent assessment and review of proposed repairs planned to take place at The Council House, Chichester, PO19 1LQ. I have pleasure providing our scope of service and associated fee for your review and consideration.

Introduction to [REDACTED]

[REDACTED] is a newly founded RICS regulated firm providing specialist heritage consultancy, building conservation and conservation surveying services.

Our unabashed positive approach to conservation and the built historic environment is one founded upon an excitement to understand the assets we work and the needs of our clients. We adopt an innovative, creative and collaborative approach to help our clients sustainably and flexibly manage change in the historic environment, developing proposals and solutions that protect and enhance significance of heritage assets, whilst carefully balancing the needs of today.

As founder, the credibility of [REDACTED] is firmly built upon my own credentials, experience and professionalism. I provide a short synopsis of my career to date to evidence the validity and dependability you can place in me and therefore I trust, [REDACTED].

I am a Chartered Building Surveyor and RICS Conservation Accredited Professional. I am also an accredited member of the Institute for Historic Building Conservation (IHBC). From 2006 until April this year I worked at [REDACTED], formerly known as [REDACTED]. Over the eighteen years I worked with that business, I established and

led the organisation's heritage offering, becoming their UK Head of Heritage and developing a leading commercial heritage consultancy working with Central and Local Government, national institutions, major rail infrastructure schemes and the banking sector. [REDACTED] is a trading name of [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Under my tenure, at its height, [REDACTED] employed more RICS Conservation Accredited Professionals than any other commercial organisation in the UK—surpassed in number only by The National Trust and Historic England.

Projects I have contributed, have been recognised by various awards at an international and national level. One such project to receive international recognition was at the Grade II* listed Chichester Festival Theatre. I am currently a guest tutor on the Historic England sponsored West Dean Masterclass in the Conservation of Concrete.

Client brief

We understand that you, on behalf of Chichester City Council, and in your role as property Maintenance Manager, have been developing four autonomous packages of repair works identified as being required to the roof of The County House. We understand that you have been working with consultants and contractors to develop these repair packages and to obtain necessary planning consents and permissions from Chichester District Council, ahead of the works being initiated on site. The four work packages are as follows:

1. Replacement of a single glazed roof light with a double glazed Velux style replacement together with associated roof works to the part of the building referred to as the 'Old Court Room'. The windows are to be electrically controlled for opening and closing and include a rain sensor and electric black out blinds.
2. Replacement of roof safety barriers where present on the east, south and west sides of the building due to having been condemned. The installation of the barriers circa 2000, has led to the unintentional deterioration and damage to the parapet walls upon which they were installed. You have prepared and developed designs for a new handrail with your appointed professional advisers and an alternative attachment system that will prevent further ongoing impact to the parapet wall.
3. Replacement of the aluminium roof gulley to the part of the building referred to as the 'Crush Bar'. The current gulley has reached the end of its serviceable life. The configuration and design of the current gulley has led to standing water being captured, unable to be discharged effectively. A new gulley is proposed that will effectively

discharge rainwater more effectively and it is hoped prevent further areas of standing water within the gully.

4. A lead covered tapering gutter in proximity the Old Court Room rooflight mentioned in the first work package above, captures a substantial amount of rainfall from the surrounding roofs, namely the Chamber, Old Court Room and Assembly Room. It is served by one outlet set within a sump and connected to a downpipe. The gutter becomes overloaded in heavy rain events and blockages from debris and general detritus to outlets has led to water oversailing the sides of the lead and entering the building beneath.

Even with diligent removal of all waste and debris of gutters, it is noted that within one week sufficient debris had collected to restrict and block outlets, thereby leading to internal water ingress. The tapered gutter and outlet requires careful reconfiguration to enable it to manage increased levels of rainfall encountered, together with the type and extent of debris that collects upon the buildings roofs.

We understand that you have recommended to the Council that the four work packages should be tackled concurrently, a principal contractor sought and appointed via a competitive tendering process, and the necessary work undertaken and managed as one project by an appointed contractor.

You have prudently sought estimates and quotes from relevant contractors deemed suited to the identified works and used these together with your own judgement and extensive experience to develop predicted costs for the work to be managed and delivered on this basis.

Given the predicted scale of expenditure needed to complete the identified works as part of a single project, the Council in fulfilling their requirements to demonstrate 'due diligence' in their scrutiny of necessary expenditure, have requested that an independent professional review and study of the identified works, their delivery and costs associated in doing so, is undertaken. Particular scrutiny and consideration is to be given to whether the delivery of the identified work packages are able to be feasibly delivered over a period of three years, rather than being delivered as part of one project.

I shall explore the brief further when defining our scope of service below.

Should I have excluded or incorrectly documented any of your requirements, please do let me know and I will be pleased to incorporate or amend these as necessary.

The Council House

The Council House or more formally 'The Council Chamber and Assembly Room' is a historic municipal building in Chichester, West Sussex, England. It was designed in the Palladian style by architect Roger Morris and completed in 1731 to replace the earlier guildhall as the meeting place of the city's council.

The building is constructed in distinctive red brick with classical proportions and decorative stonework, and it has been **Grade II* listed** for its architectural and historic significance. It was later extended in the late 18th century to include Assembly Rooms designed by James Wyatt. The Council House continues to serve as the home of Chichester City Council and contains traditional civic spaces such as the council chamber, assembly rooms, ante room and mayor's parlour, while the assembly rooms are also used for public events and functions.

The Council House is located within the Chichester City Centre Conservation Area.

Scope of service

To undertake an independent review and study of the four work packages prepared, it will be necessary for [REDACTED] to undertake a site visit, reviewing each work package in context of The County House and the roof top locations they relate.

During the site visit, [REDACTED] will study the respective locations associated with each work package, upon the roof. This will provide opportunity to better understand the proposals and to consider whether these, in their current form, have satisfactorily identified necessary works, actions and interventions needed to resolve the identified issues. Our inspection will also include an exercise in quantifying necessary and planned works to inform the cost analysis exercise.

Whilst the majority of the on-site visit will be upon the external roof, we would also request internal access to those parts of the building beneath and in proximity the locations for each work package. This will assist in identifying whether sufficient allowance or inclusion has been made within each work package for potential issues, defects and deterioration to materials that may be concealed. Our inspection and onsite observations will be non-intrusive and visual only. We will use any evidence that is still visible and identifiable, to inform our assessment and study.

To access the roof, we have assumed that safe access is available and that each area highlighted within the work packages can be accessed without need for [REDACTED] [REDACTED] to provide access equipment. The use or provision of fall restraint or similar systems has not been allowed within our proposal. If access to the roof requires the use of such safety systems then we are willing to use these, subject to certified equipment and training being provided. We will follow the RICS professional standard 'Surveying Safely', when accessing locations during our inspection. We will provide and use our own high visibility vest, hard hat and safety shoes.

Another key component of an independent review of the four work packages will be the study of all documentation prepared. We note that you have issued drawings and relevant documentation for each work package and assume that these are

representative of all available information we shall be presented. We have based our proposal on this understanding.

Both the review of existing documentation and site survey will enable us to evaluate the suitability of each work package and undertake a 'gap analysis' identifying, if applicable, possible additional considerations, that in our opinion, would be beneficial to integrate into proposals and will inform the cost analysis study.

Based upon our informed understanding of the work packages, we will evaluate the approaches to delivery, considering important factors such as condition and action intervals (whether a delay in action may lead to more critical, costly and impactful necessary intervention). This will include review of possible variables in 'grouping' of work packages, attempting to identify an optimal delivery model.

A fundamental part of the independent review involves investigation, analysis and verification of costs, presented to date. [REDACTED] have teamed up with [REDACTED] to include cost consultancy services within the overall offering. [REDACTED] will provide [REDACTED] cost consultant, [REDACTED], the information required to undertake their assessment of costs for each work package, together with an assessment of costs associated with the various delivery models considered.

We have attached the correspondence received from [REDACTED] in relation provision of cost consultancy services. Please note that until [REDACTED] have completed their internal commercial checks and verification, the information they have provided in relation the level of fee for their services, is only an indication of fees and cannot be regarded as a formal quote.

When commercial processes have been completed then the fee information presented in the enclosed letter, will be regarded as a formal quotation. Until [REDACTED] have completed their verification processes, the fee amounts detailed for their 'potential' service offering, are referred to as defined 'Provisional Sums'. This we hope, will provide you with valuable information on the level of fee likely incurred for the provision of such cost consultancy input.

Please note that to demonstrate transparency in the fee submission presented, [REDACTED] have not applied and do not intend to apply any administration or management costs to the [REDACTED] indicated and current informed 'provisional sums', for this commission.

Please note that the [REDACTED] level of fee and defined 'provisional sum' includes two options. Following issue of the [REDACTED] correspondence, you kindly provided additional information and clarification on the extent of current pricing information available for review. Having reviewed the additional cost information provided, it is our opinion that the first option presented is effectively invalidated. We have therefore

included within our fee proposal below, the suggested defined ‘provisional sum’ to undertake the more involved preparation of cost assessments for each work package and the wider review of variable delivery options.

Our fees are presented in the tables below.

Fee proposal [REDACTED] Independent Review		
Activity / Task	Commentary	Fee (£)
Site visit and inspection of The County House, Chichester – locations relating to the four defined work packages.	We have allowed one working day to undertake the site visit and inspection, including travel to and from the site. Note that any travel time exceeding the stated working day (7.5hrs), will not be claimed.	862.50
Review of existing documentation for each work package	We have allowed 45 minutes to review and interrogate information provided for each work package.	460.00
Analysis and interrogation of work packages, preparing written technical note tackling items detailed in the ‘scope of service’ detailed above. Includes necessary communication and liaison with cost consultant	Written technical note to be issued electronically. We have allowed 9 hours to undertake our analysis and consideration, prepare the written technical note and liaise with the cost consultant.	1,035.00
Expenses	A fixed expense fee is calculated on £0.45 per mile travelled by car, together with reasonable refreshment and subsistence necessary during travelling to and from The County House, Chichester. Return car travel totals 208 miles. Expense allowance also includes parking charges.	125.00
TOTAL		2,482.50

██████████ Cost Consultancy		
Activity / Task	Commentary	Fee (£)
Option 2: review of costs and short report, on the basis that CCC has provided lump sums for the refurbishment works and ██████████ we will be required to compile budget cost estimates for the independent review	Note that until ██████████ have concluded their internal commercial verification processes, the fees indicated in this table are to be deemed as a defined PROVISIONAL SUM, and there is currently no contractual obligation for ██████████ to provide any of the services detailed in their correspondence attached, either to ██████████ or Chichester City Council	3,900
TOTAL		3,900.00

Exclusions, clarifications, caveats and assumptions

- All fees exclude VAT at the prevailing rate.
- Services delivered in accordance with our standard terms and conditions enclosed with this proposal.
- Observations during the ██████████ site visit will be made from safe and available vantage points and will not utilise access equipment. Fixtures and fittings that conceal or prevent inspection of specific fabric components or constructional detailing will not be moved during the site visit.
- We assume that the taking of photographs of the building visited, is permitted.
- ██████████ Cost Consultants have not allowed to visit the building.
- ██████████ have allowed to make one site inspection with the assumption that all areas relating to the four identified work packages will be accessible on the date the site inspection is organised.

- Our proposal excludes any presentations, communication or reporting to Chichester City Council on the findings of the technical note and associated cost schedules. We would be very willing to present findings of the technical note to Councillors, should this be necessary, for an agreed uplift in fee.

Service delivery timescales

Should you wish to instruct us, we are able to mobilise within one week of receiving a written instruction. We require two weeks following the site inspection to conclude a draft technical note for review. Following review and the receipt of any commentary from Chichester City Council, we will conclude the report and issue as 'Final Issue' within one week following receipt of feedback received.

Payment arrangement and invoicing

Payment for the services should be made in accordance with the accompanying terms and conditions by electronic bank transfer (unless otherwise agreed by us) to:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

I trust that your requirements have been fully captured within our proposal. If you would like to discuss any of the information contained within this proposal, please do not hesitate to contact me.

We are tremendously grateful for your enquiry and very excited about the opportunity to work with you on this commission. We are very aware of the prodigious heritage assets that Chichester City Council is responsible, and are keen to explore how [REDACTED] [REDACTED] may be able to support you on other schemes.

If our proposal falls short of your expectations in both identified deliverables and associated fees, please do raise your reflections and we will willingly work with you to customise our proposal accordingly, as far as we are able.

I look forward to hearing from and hopefully working with you on your project at The Council House.

[Revised allotment letters - 03-02-2026](#)

PROP2026/8 - ALLOTMENT FEES 2026

Last modified: 2026-02-03



Chichester City Council

The Council House • North Street • CHICHESTER • West Sussex • PO19 1LQ

Tel: 01243 788502

Email: clerk@chichestercity.gov.uk • **Website:** www.chichestercity.gov.uk

Town Clerk: Mrs Sam Tate

Date: [Insert Date]

Allotment Fee Update

Dear Allotment Tenant,

Chichester City Council is committed to maintaining high-quality allotment facilities for residents across the city. As part of this commitment, we review our operational costs, service provision, and fee structures on a regular basis to ensure the long-term sustainability of the allotment service.

This letter provides formal notice of changes to allotment fees for 2026–2027, together with indicative charges for 2027–2028 and 2028–2029 and 2029–2030 to enable you to plan ahead.

These changes follow a review of operational costs, which have risen significantly, along with a freeze in plot rental fees during the period 2022-2024 which has resulted in a real terms loss of income. Current income now covers only 51% of the annual operational costs, meaning a deficit of 49%. To ensure fairness to all residents including those who do not have allotments we have therefore taken the difficult decision to increase charges for tenants. The revised fees will not fully cover running costs but will help reduce the yearly deficit and make the allotment service more sustainable for the future.

Additionally, this letter gives you 12-months' notice of the introduction of an annual administration fee of £10 per year from 2027 onwards to cover ongoing management costs including office administration, billing and inspections and general maintenance of the sites. The administration fee will be levied per tenant, not per plot.

Finally, we have included tables showing the expected minimum increases in plot charges up to 2030 as we attempt to make the allotment service more sustainable. The indicative fees table shows the likely trajectory of rents over the coming years but is subject to revision due to external pressures outside of our control such as CPI inflation, increased water costs or other maintenance increases. Actual increases will be confirmed to you each year in January.

The Council acknowledges the financial pressures currently faced by households and if you believe you may be unable to meet the revised charges, you are encouraged to consider moving to a smaller plot to continue benefiting from allotment gardening while reducing costs.

Please notify us of any changes you wish to make by Friday 20th March 2026, otherwise we will issue an invoice for your current plot as normal.

***Invoices will be sent out as per the new fee structure week commencing 20th April 2026.
Please cancel any automated payments that you have set with your bank account.***

Yours sincerely,

The Allotments Team at Chichester City Council

Email: allotments@chichestercity.gov.uk

Phone: 01243 788502 (Option 2)

Fee Changes Effective 1 April 2026

Charge Type	Current Fee	New Fee (2026–2027)
Per rod fee	£11.25	£12.30
Water charge (per rod)	N/A	£2.00
Administration fee (new tenants 1 year only)	£25.00	£25.00
Administration fee (existing tenants)	N/A	N/A
Refundable deposit (new tenants)	N/A	£50.00
Replacement key	£5.00	£10.00

- The per rod charge has been increased by 10% and is rounded down to assist in invoicing and clarity.
- Water charges are being implemented to cover the ever-increasing cost caused by climate change and rising water bills.
- Replacement Key charge increased due to cost of keys and admin time.

Above is a table outlining the new charges that will take effect on 1st April 2026 and how they may vary depending on your plot size.

Rod Size	2025-2026		2026-2027		
	Per Rod Fee	Total Plot Fee	Per Rod Fee	Per Rod Water Fee	Total Plot Fee
1	£ 11.25	£ 11.25	£ 12.30	£ 2.00	£ 14.30
1.5	£ 11.25	£ 16.88	£ 12.30	£ 2.00	£ 21.45
2	£ 11.25	£ 22.50	£ 12.30	£ 2.00	£ 28.60
2.5	£ 11.25	£ 28.13	£ 12.30	£ 2.00	£ 35.75
3	£ 11.25	£ 33.75	£ 12.30	£ 2.00	£ 42.90
3.5	£ 11.25	£ 39.38	£ 12.30	£ 2.00	£ 50.05
4	£ 11.25	£ 45.00	£ 12.30	£ 2.00	£ 57.20
4.5	£ 11.25	£ 50.63	£ 12.30	£ 2.00	£ 64.35
5	£ 11.25	£ 56.25	£ 12.30	£ 2.00	£ 71.50
5.5	£ 11.25	£ 61.88	£ 12.30	£ 2.00	£ 78.65
6	£ 11.25	£ 67.50	£ 12.30	£ 2.00	£ 85.80
6.5	£ 11.25	£ 73.13	£ 12.30	£ 2.00	£ 92.95
7	£ 11.25	£ 78.75	£ 12.30	£ 2.00	£ 100.10
7.5	£ 11.25	£ 84.38	£ 12.30	£ 2.00	£ 107.25
8	£ 11.25	£ 90.00	£ 12.30	£ 2.00	£ 114.40
8.5	£ 11.25	£ 95.63	£ 12.30	£ 2.00	£ 121.55
9	£ 11.25	£ 101.25	£ 12.30	£ 2.00	£ 128.70
9.5	£ 11.25	£ 106.88	£ 12.30	£ 2.00	£ 135.85
10	£ 11.25	£ 112.50	£ 12.30	£ 2.00	£ 143.00

Potential Future Fee Changes

- We have modelled the likely future increase in fees to 2030. The figures below are not binding and are indicative only. They are subject to changes in CPI inflation and other external factors but provide a guide to potential future costs for plot holders.
- At present, the annual increase to the per rod charge is expected to be 10% and has been rounded down to assist in invoicing and clarity. Changes in CPI inflation, water costs and administration maintenance costs may affect future increases.

Table 2: Indicative Fees for Future Years

Charge Type	2026–2027 Fee	Indicative 2027–2028 Fee	Indicative 2028–2029 Fee	Indicative 2029–2030 Fee
Per rod fee	£12.30	£13.60	£14.90	£16.30
Water charge	£2.00	£2.00	(possible increase)	(possible increase)
Administration fee (per existing tenant), see note below	N/A	£10.00	£10.00	£10.00
Administration fee (new tenants, year 1 only)	£25.00	£25.00	£25.00	£25.00
Refundable deposit (new tenants)	£50.00	£50.00	£50.00	£50.00
Replacement key	£10.00	£10.00	£10.00	£10.00

[ALLOTMENT FEES CALCULATIONS](#)

PROP2026/8 - ALLOTMENT FEES 2026

Last modified: 2026-02-04

HISTORIC - YEAR ENDING 2026													
2025-2026				2025-2026				2025-2026				Operational Cost to Council 2026-2027	
Row Size	No. of Plots	Total Plot Fee	Total Income	New Roof Fee plus 10% Rounddown	Water Fee	Admin Fee	Total Plot Fee	Increase Monetary	% Increase	Total Income	Total Plot Fee	Total Cost	
1	34	£ 11.25	£ 157.50	£ 11.25	-	-	£ 11.25	-	0	£ 157.50	£ 21.88	£ 306.25	
1.5	3	£ 16.88	£ 50.63	£ 16.88	-	-	£ 16.88	-	0	£ 50.63	£ 32.81	£ 98.44	
2	27	£ 22.50	£ 607.50	£ 22.50	-	-	£ 22.50	-	0	£ 607.50	£ 43.75	£ 1,811.26	
2.5	79	£ 28.13	£ 2,221.88	£ 28.13	-	-	£ 28.13	-	0	£ 2,221.88	£ 54.69	£ 4,320.36	
3	43	£ 33.75	£ 1,451.25	£ 33.75	-	-	£ 33.75	-	0	£ 1,451.25	£ 65.63	£ 2,821.90	
3.5	22	£ 39.38	£ 866.25	£ 39.38	-	-	£ 39.38	-	0	£ 866.25	£ 76.56	£ 1,684.39	
4	33	£ 45.00	£ 1,485.00	£ 45.00	-	-	£ 45.00	-	0	£ 1,485.00	£ 87.50	£ 2,887.53	
4.5	42	£ 50.63	£ 2,126.25	£ 50.63	-	-	£ 50.63	-	0	£ 2,126.25	£ 98.44	£ 4,134.42	
5	144	£ 56.25	£ 8,100.00	£ 56.25	-	-	£ 56.25	-	0	£ 8,100.00	£ 109.38	£ 15,750.16	
5.5	9	£ 61.88	£ 518.75	£ 61.88	-	-	£ 61.88	-	0	£ 518.75	£ 120.31	£ 1,230.14	
6	11	£ 67.50	£ 742.50	£ 67.50	-	-	£ 67.50	-	0	£ 742.50	£ 131.25	£ 1,443.76	
6.5	2	£ 73.13	£ 146.25	£ 73.13	-	-	£ 73.13	-	0	£ 146.25	£ 142.19	£ 284.38	
7	5	£ 78.75	£ 393.75	£ 78.75	-	-	£ 78.75	-	0	£ 393.75	£ 153.13	£ 765.63	
7.5	1	£ 84.38	£ 84.38	£ 84.38	-	-	£ 84.38	-	0	£ 84.38	£ 164.06	£ 164.06	
8	5	£ 90.00	£ 450.00	£ 90.00	-	-	£ 90.00	-	0	£ 450.00	£ 175.00	£ 675.01	
8.5	2	£ 95.63	£ 191.25	£ 95.63	-	-	£ 95.63	-	0	£ 191.25	£ 185.94	£ 371.88	
9	4	£ 101.25	£ 405.00	£ 101.25	-	-	£ 101.25	-	0	£ 405.00	£ 196.88	£ 787.51	
9.5	0	£ 106.88	-	£ 106.88	-	-	£ 106.88	-	0	£ -	£ 207.81	-	
10	7	£ 112.50	£ 787.50	£ 112.50	-	-	£ 112.50	-	0	£ 787.50	£ 218.75	£ 1,531.47	
		Total Income 2025/26	£ 28,885.63							Total Income 2026/27	£ 28,885.63	Total Operational Cost 2026/27	£ 40,611.36
											Deficit	-£ 19,725.72	
											Deficit %	-69%	

New Re

2025-2026				2026-2027				Operational Cost to Council 2026-2027					
Row Size	No. of Piers	Total Pier Fee	Total Income	New Roof Fee plus 10% Rounddown	Water Fee	Admin Fee	Total Pier Fee	Increase Monetary	% Increase	Total Income	Total Pier Fee	Total Cost	
1	14	£ 11.25	£ 157.50	£ 12.30	£ 2.00	£ -	£ 14.30	£ 3.05	27	£ 200.20	£ 22.55	£ 915.67	
1.5	3	£ 16.88	£ 50.63	£ 18.45	£ 3.00	£ -	£ 21.45	£ 4.58	27	£ 64.35	£ 33.82	£ 101.46	
2	27	£ 22.50	£ 607.50	£ 24.60	£ 4.00	£ -	£ 28.60	£ 6.10	27	£ 772.20	£ 45.10	£ 1,217.57	
2.5	79	£ 28.10	£ 2,221.88	£ 30.75	£ 5.00	£ -	£ 35.75	£ 7.63	27	£ 2,804.25	£ 162.50	£ 4,463.14	
3	43	£ 33.75	£ 1,455.25	£ 36.90	£ 6.00	£ -	£ 42.90	£ 9.15	27	£ 1,844.70	£ 87.64	£ 2,908.64	
3.5	22	£ 39.38	£ 866.25	£ 43.05	£ 7.00	£ -	£ 50.05	£ 10.68	27	£ 1,101.10	£ 78.92	£ 1,736.16	
4	33	£ 45.00	£ 1,485.00	£ 49.20	£ 8.00	£ -	£ 57.20	£ 12.20	27	£ 1,887.60	£ 90.19	£ 2,976.28	
4.5	42	£ 50.63	£ 2,126.25	£ 55.35	£ 9.00	£ -	£ 64.35	£ 13.73	27	£ 2,702.70	£ 101.48	£ 4,261.49	
5	144	£ 56.25	£ 8,100.00	£ 61.50	£ 10.00	£ -	£ 71.50	£ 15.25	27	£ 10,208.00	£ 16,244.00	£ 16,244.00	
5.5	10	£ 61.88	£ 618.75	£ 67.65	£ 11.00	£ -	£ 78.65	£ 16.78	27	£ 786.50	£ 124.01	£ 1,240.12	
6	11	£ 67.50	£ 742.50	£ 73.80	£ 12.00	£ -	£ 85.80	£ 18.30	27	£ 943.80	£ 135.29	£ 1,488.14	
6.5	2	£ 73.13	£ 146.25	£ 79.95	£ 13.00	£ -	£ 92.95	£ 19.83	27	£ 165.90	£ 148.96	£ 293.12	
7	5	£ 78.75	£ 393.75	£ 86.10	£ 14.00	£ -	£ 100.10	£ 21.35	27	£ 400.50	£ 789.16	£ 789.16	
7.5	1	£ 84.38	£ 84.38	£ 92.25	£ 15.00	£ -	£ 107.25	£ 22.88	27	£ 107.25	£ 169.11	£ 169.11	
8	5	£ 90.00	£ 450.00	£ 98.40	£ 16.00	£ -	£ 114.40	£ 24.40	27	£ 572.00	£ 180.38	£ 901.90	
8.5	2	£ 95.63	£ 191.25	£ 104.55	£ 17.00	£ -	£ 121.55	£ 25.93	27	£ 243.10	£ 101.65	£ 383.31	
9	1	£ 101.25	£ 405.00	£ 110.70	£ 18.00	£ -	£ 128.70	£ 27.45	27	£ 202.80	£ 81.11	£ 81.11	
9.5	0	£ 106.88	£ -	£ 116.85	£ 19.00	£ -	£ 135.85	£ 28.98	27	£ -	£ 214.20	£ -	
10	7	£ 112.50	£ 787.50	£ 123.00	£ 20.00	£ -	£ 143.00	£ 30.50	27	£ 1,001.00	£ 225.48	£ 1,578.93	
		Total Income 2025/26	£ 28,885.63							Total Income 2026/27	£ 26,247.95	Total Operational Cost 2026/27	£ 41,899.96
										Deficit	£ 15,111.41	Deficit	£ -37%

2026-2027				2027-2028										Operational Cost to Council 2027-2028	
Row Size	No. of Plots	Total Plot Fee	Total Income	New Rod Fee plus 10% Rounddown	Water Fee	Admin Fee	Total Plot Fee	Increase Monetary	% Increase	Total Income	Total Plot Fee	Total Cost			
1	14	£ 14.30	£ 200.20	£ 13.60	£ 2.00	£ 10.00	£ 25.60	£ 11.30	79	£ 358.40	£ 23.25	£ 325.45			
1.5	3	£ 21.45	£ 64.35	£ 20.40	£ 3.00	£ 10.00	£ 33.40	£ 11.95	56	£ 100.20	£ 34.87	£ 104.61			
2	27	£ 39.50	£ 772.20	£ 37.20	£ 4.00	£ 10.00	£ 41.20	£ 12.60	44	£ 1,112.40	£ 46.49	£ 1,255.33			
2.5	79	£ 35.75	£ 2,824.25	£ 34.00	£ 5.00	£ 10.00	£ 49.00	£ 13.25	37	£ 3,871.00	£ 58.12	£ 4,591.24			
3	43	£ 42.90	£ 1,844.70	£ 40.80	£ 6.00	£ 10.00	£ 56.80	£ 13.90	32	£ 2,442.40	£ 69.74	£ 2,998.83			
3.5	22	£ 50.05	£ 1,101.10	£ 47.60	£ 7.00	£ 10.00	£ 64.60	£ 14.55	29	£ 1,421.20	£ 81.38	£ 1,790.00			
4	33	£ 57.20	£ 1,887.60	£ 54.40	£ 8.00	£ 10.00	£ 72.40	£ 15.20	27	£ 2,389.20	£ 92.99	£ 3,068.58			
4.5	42	£ 64.35	£ 2,702.70	£ 61.20	£ 9.00	£ 10.00	£ 80.20	£ 15.85	25	£ 3,368.40	£ 104.61	£ 4,393.64			
5	144	£ 71.50	£ 10,296.00	£ 68.00	£ 10.00	£ 10.00	£ 88.00	£ 16.50	23	£ 12,872.00	£ 116.23	£ 16,737.68			
5.5	10	£ 78.65	£ 786.50	£ 74.80	£ 11.00	£ 10.00	£ 95.80	£ 17.15	22	£ 958.00	£ 127.86	£ 1,278.57			
6	11	£ 85.80	£ 943.80	£ 81.60	£ 12.00	£ 10.00	£ 103.60	£ 17.80	21	£ 1,139.60	£ 139.48	£ 1,534.29			
6.5	2	£ 92.95	£ 185.90	£ 88.40	£ 13.00	£ 10.00	£ 111.40	£ 18.45	20	£ 222.80	£ 302.21	£ 302.21			
7	5	£ 100.10	£ 500.50	£ 95.20	£ 14.00	£ 10.00	£ 119.20	£ 19.10	19	£ 596.00	£ 813.64	£ 813.64			
7.5	1	£ 107.25	£ 107.25	£ 102.00	£ 15.00	£ 10.00	£ 127.00	£ 19.75	18	£ 127.00	£ 174.35	£ 174.35			
8	5	£ 114.40	£ 572.00	£ 108.80	£ 16.00	£ 10.00	£ 134.80	£ 20.40	18	£ 674.00	£ 929.87	£ 929.87			
8.5	2	£ 121.55	£ 243.10	£ 115.60	£ 17.00	£ 10.00	£ 142.60	£ 21.05	17	£ 285.20	£ 395.20	£ 395.20			
9	4	£ 128.70	£ 514.80	£ 122.40	£ 18.00	£ 10.00	£ 150.40	£ 21.70	17	£ 601.60	£ 836.88	£ 836.88			
9.5	0	£ 135.85	£ -	£ 129.20	£ 19.00	£ 10.00	£ 158.20	£ 22.35	16	£ -	£ 220.84	£ -			
10	7	£ 143.00	£ 1,001.00	£ 136.00	£ 20.00	£ 10.00	£ 166.00	£ 23.00	16	£ 1,162.00	£ 1,627.27	£ 1,627.27			
		Total Income 2026/27	£ 26,547.95							Total Income 2027/28	£ 31,561.48	Total Operational Cost 2027/28	£ 43,157.66		
												Deficit	£ 9,656.25		
												Deficit %	-22%		

2027-2028				2028-2029								Operational Cost to Council 2028-2029	
Row Size	No. of Plots	Total Plot Fee	Total Income	New Rod Fee plus 10% Rounddown	Water Fee	Admin Fee	Total Plot Fee	Increase Monetary	% Increase	Total Income	Total Plot Fee	Total Cost	
1	14	£ 25.60	£ 358.40	£ 14.90	£ 2.00	£ 10.00	£ 26.90	£ 1.30	5	£ 376.60	£ 23.79	£ 333.09	
1.5	3	£ 33.40	£ 100.20	£ 22.35	£ 3.00	£ 10.00	£ 35.35	£ 1.95	6	£ 106.05	£ 35.69	£ 107.06	
2	27	£ 41.20	£ 1,112.40	£ 29.80	£ 4.00	£ 10.00	£ 43.80	£ 2.60	6	£ 1,182.60	£ 47.58	£ 1,284.78	
2.5	79	£ 49.00	£ 3,871.00	£ 37.25	£ 5.00	£ 10.00	£ 52.25	£ 3.25	7	£ 4,127.75	£ 59.48	£ 4,688.95	
3	43	£ 56.80	£ 2,442.40	£ 44.70	£ 6.00	£ 10.00	£ 60.70	£ 3.90	7	£ 2,610.10	£ 71.38	£ 3,069.19	
3.5	22	£ 64.60	£ 1,421.20	£ 52.15	£ 7.00	£ 10.00	£ 69.15	£ 4.55	7	£ 1,521.30	£ 83.27	£ 1,832.00	
4	33	£ 72.40	£ 2,389.20	£ 59.60	£ 8.00	£ 10.00	£ 77.60	£ 5.20	7	£ 2,560.80	£ 95.17	£ 3,140.57	
4.5	42	£ 80.20	£ 3,368.40	£ 67.05	£ 9.00	£ 10.00	£ 86.05	£ 5.85	7	£ 3,814.10	£ 107.06	£ 4,496.72	
5	144	£ 88.00	£ 12,872.00	£ 74.50	£ 10.00	£ 10.00	£ 94.50	£ 6.50	7	£ 13,608.00	£ 118.96	£ 17,130.36	
5.5	10	£ 95.80	£ 958.00	£ 81.95	£ 11.00	£ 10.00	£ 102.95	£ 7.15	7	£ 1,029.50	£ 130.86	£ 1,308.57	
6	11	£ 103.00	£ 1,138.00	£ 89.40	£ 12.00	£ 10.00	£ 111.40	£ 7.80	8	£ 1,225.40	£ 142.75	£ 1,570.28	
6.5	2	£ 111.40	£ 222.80	£ 96.85	£ 13.00	£ 10.00	£ 119.85	£ 8.45	8	£ 239.70	£ 154.65	£ 309.30	
7	5	£ 119.20	£ 596.00	£ 104.30	£ 14.00	£ 10.00	£ 128.30	£ 9.10	8	£ 641.50	£ 166.55	£ 832.73	
7.5	1	£ 127.00	£ 127.00	£ 111.75	£ 15.00	£ 10.00	£ 136.75	£ 9.75	8	£ 136.75	£ 178.44	£ 178.44	
8	5	£ 134.80	£ 674.00	£ 119.20	£ 16.00	£ 10.00	£ 145.20	£ 10.40	8	£ 726.00	£ 190.34	£ 951.69	
8.5	2	£ 142.60	£ 285.20	£ 126.65	£ 17.00	£ 10.00	£ 153.65	£ 11.05	8	£ 307.30	£ 202.23	£ 404.47	
9	4	£ 150.40	£ 601.60	£ 134.10	£ 18.00	£ 10.00	£ 162.10	£ 11.70	8	£ 648.40	£ 214.13	£ 856.52	
9.5	0	£ 158.20	-	£ 141.55	£ 19.00	£ 10.00	£ 170.55	£ 12.35	8	£ -	£ 226.03	£ -	
10	7	£ 166.00	£ 1,162.00	£ 149.00	£ 20.00	£ 10.00	£ 179.00	£ 13.00	8	£ 1,253.00	£ 237.92	£ 1,665.45	
		Total Income 2027/28	£ 33,591.48					Total Income 2028/29		£ 35,914.85	Total Operational Cost 2028/29 £ 44,170.16		
											Deficit -	£ 8,255.31	
												-19%	

2028-2029				2029-2030										Operational Cost to Council 2029-2030	
Rod Size	No. of Plots	Total Plot Fee	Total Income	New Rod Fee plus 10% Rounddown	Water Fee	Admin Fee	Total Plot Fee	Increase Monetary	% Increase	Total Income	Total Plot Fee	Total Cost			
1	14	£ 26.90	£ 376.60	£ 16.30	£ 2.00	£ 10.00	£ 28.30	£ 1.40	5	£ 396.20	24.35	£ 340.85			
1.5	3	£ 35.35	£ 106.05	£ 24.45	£ 3.00	£ 10.00	£ 37.45	£ 2.10	6	£ 112.35	£ 36.53	£ 109.69			
2	27	£ 43.80	£ 1,182.60	£ 32.60	£ 4.00	£ 10.00	£ 46.60	£ 2.80	6	£ 1,258.20	£ 47.58	£ 1,284.78			
2.5	79	£ 52.25	£ 4,127.75	£ 40.75	£ 5.00	£ 10.00	£ 55.75	£ 3.50	7	£ 4,404.25	£ 59.48	£ 4,698.95			
3	43	£ 60.70	£ 2,610.10	£ 48.90	£ 6.00	£ 10.00	£ 64.90	£ 4.20	7	£ 2,790.70	£ 71.38	£ 3,069.19			
3.5	22	£ 69.15	£ 1,521.30	£ 57.05	£ 7.00	£ 10.00	£ 74.05	£ 4.90	7	£ 1,629.10	£ 83.27	£ 1,832.00			
4	33	£ 77.60	£ 2,560.80	£ 65.20	£ 8.00	£ 10.00	£ 83.20	£ 5.60	7	£ 2,745.60	£ 95.17	£ 3,140.57			
4.5	42	£ 86.05	£ 3,614.10	£ 73.35	£ 9.00	£ 10.00	£ 92.35	£ 6.30	7	£ 3,878.70	£ 107.06	£ 4,496.72			
5	144	£ 94.50	£ 13,608.00	£ 81.50	£ 10.00	£ 10.00	£ 101.50	£ 7.00	7	£ 14,616.00	£ 118.96	£ 17,130.36			
5.5	10	£ 102.95	£ 1,029.50	£ 89.65	£ 11.00	£ 10.00	£ 110.65	£ 7.70	7	£ 1,106.50	£ 130.86	£ 1,308.57			
6	11	£ 111.40	£ 1,225.40	£ 97.80	£ 12.00	£ 10.00	£ 119.80	£ 8.40	8	£ 1,317.80	£ 142.75	£ 1,570.28			
6.5	2	£ 119.85	£ 239.70	£ 105.95	£ 13.00	£ 10.00	£ 128.95	£ 9.10	8	£ 257.90	£ 154.65	£ 309.30			
7	5	£ 128.30	£ 641.50	£ 114.10	£ 14.00	£ 10.00	£ 138.10	£ 9.80	8	£ 690.50	£ 166.55	£ 832.73			
7.5	1	£ 136.75	£ 136.75	£ 122.25	£ 15.00	£ 10.00	£ 147.25	£ 10.50	8	£ 147.25	£ 178.44	£ 178.44			
8	5	£ 145.20	£ 726.00	£ 130.40	£ 16.00	£ 10.00	£ 156.40	£ 11.20	8	£ 782.00	£ 190.34	£ 951.69			
8.5	2	£ 153.65	£ 307.30	£ 138.55	£ 17.00	£ 10.00	£ 165.55	£ 11.90	8	£ 331.10	£ 202.23	£ 404.47			
9	4	£ 162.10	£ 648.40	£ 146.70	£ 18.00	£ 10.00	£ 174.70	£ 12.60	8	£ 698.80	£ 214.13	£ 856.52			
9.5	0	£ 170.55	£ -	£ 154.85	£ 19.00	£ 10.00	£ 183.85	£ 13.30	8	£ -	£ 226.03	£ -			
10	7	£ 179.00	£ 1,253.00	£ 163.00	£ 20.00	£ 10.00	£ 193.00	£ 14.00	8	£ 1,351.00	£ 237.92	£ 1,665.45			
		Total Income 2028/29	£ 35,914.85							Total Income 2029/30	£ 38,513.95	Total Operational Cost 2029/30	£ 44,180.55		
											Deficit	£ 5,666.60			
											Deficit %	-1.5%			

2026-2027 Changes

Per Rod Fee	£ 12.30	Increase £1.05 (10% Rounded Down)
Water Fee per Rod	£ 2.00	New charge
New Tenants Admin	£ 25.00	No change
Replacement Key Charge	£ 10.00	£5 Increase
Deposit All New Tenants	£ 50.00	To be implemented strictly

2027-2028

Per Rod Fee	£ 13.60	Increase £1.30 (10% Rounded Down)
Water Fee per Rod	£ 2.00	No change
Annual Tenants Admin	£ 10.00	New charge per tenant
New Tenants Admin	£ 25.00	No change
Replacement Key Charge	£ 10.00	No Change
Deposit All New Tenants	£ 50.00	To be implemented strictly

2028-2029

Per Rod Fee	£ 14.90	Increase £1.30 (10% Rounded Down)
Water Fee per Rod	£ 2.00	No change
Annual Tenants Admin	£ 10.00	No change
New Tenants Admin	£ 25.00	No change
Replacement Key Charge	£ 10.00	No change
Deposit All New Tenants	£ 50.00	To be implemented strictly

2029-2030

Per Rod Fee	£ 16.30	Increase £1.30 (10% Rounded Down)
Water Fee per Rod	£ 2.00	No change
Annual Tenants Admin	£ 10.00	No change
New Tenants Admin	£ 25.00	No change
Replacement Key Charge	£ 10.00	No change
Deposit All New Tenants	£ 50.00	To be implemented strictly

ALLOTMENT PLOTS & RODS

Rod Size	Blackberry	Florence	James	Kingsham	Pauls	Roman	Whyke	Total Plot Sizes	No. of Rods
1			4		4	4	2	14	14
1.5	1			1	1			3	5
2	4		5	1	14	2	1	27	54
2.5	7	1	27	7	20	10	7	79	198
3	3	3	20	2	13	2		43	129
3.5		3	12	2	3	1	1	22	77
4	10	1	7	4	6	5		33	132
4.5	2	2	7	11	3	11	6	42	189
5	17	4	40	2	58	13	10	144	720
5.5		1	3		4	1	1	10	55
6		1	5	1	1	3		11	66
6.5			2					2	13
7	1		2		1		1	5	35
7.5					1			1	8
8	5							5	40
8.5	2							2	17
9					1	1	2	4	36
9.5								0	0
10		1	1		2		3	7	70
Total Plots per Site	52	17	135	31	132	53	34	454	1857

Income (No. of Rods)	2022-2023	2023-2024	2024-2025
1935	£ 11.00	£ 11.00	£ 11.00
	£ 21,285.00	£ 21,285.00	£ 21,285.00
Grand Total	£ 21,285.00	£ 21,285.00	£ 21,285.00

General Expenditure	2022-2023	2023-2024	2024-2025	Notes
Equipment Repairs	£ 302.02	£ 788.20	£ 412.24	100% Cost to Allotments
Tools	£ 576.92	£ 339.98	£ 186.35	100% Cost to Allotments
Water Supply Repairs	£ 668.54	£ 380.04	£ 450.12	100% Cost to Allotments
Tree Surgery	£ 1,080.00	£ 5,460.00	£ 1,870.00	100% Cost to Allotments
Fencing	£ 77.02	£ 1,747.53	£ 26.72	100% Cost to Allotments
Waste	£ 1,056.70	£ 918.68	£ 2,418.26	100% Cost to Allotments
Water	£ 2,794.00	£ 3,465.00	£ 812.00	100% Cost to Allotments
General Site Maintenance	£ 1,473.88	£ 1,415.27	£ 1,483.90	100% Cost to Allotments
Keys/Security	£ 491.49	£ 373.65	£ 304.56	100% Cost to Allotments
Soil Testing	£ -	£ -	£ 2,952.20	100% Cost to Allotments
PPE	£ -	£ -	£ 83.89	100% Cost to Allotments
Machinery Fuel	£ 201.86	£ 48.00	£ 316.47	100% Cost to Allotments
Vehicle Fuel	£ 303.05	£ 282.09	£ 225.35	50% Cost to allotments (Actual Total Cost £1,659.81)
Vehicle Maintenance	£ 1,010.48	£ 1,280.23	£ 1,884.06	50% Cost to allotments (Actual Total Cost £8,313.53)
Miscellaneous	£ 357.71	£ 664.98	£ 300.00	
Labour	£ 18,312.08	£ 18,659.03	£ 18,798.73	50% SH & 15% OF Salaries
Total	£ 30,653.76	£ 35,742.49	£ 33,594.85	
Shortfall	£ 9,367.76	£ 14,457.49	£ 12,319.85	

General Expenditure	2022-2023	2023-2024	2024-2025
Income Per Rod	£ 11.00	£ 11.00	£ 11.00
True Cost Per Rod (Expenditure ONLY)	£ 15.84	£ 18.47	£ 17.32
Increase to Break-even	£ 4.84	£ 7.47	£ 6.32
Average Increase	£ 6.21		

Capital Expenditure	2022-2023	2023-2024	2024-2025	Notes	Total Over 3 Years
Fencing	£ -	£ 1,725.00	£ 20,859.80	100% Cost to Allotments	£ 22,584.80
Vehicles	£ 7,318.08	£ -	£ 14,786.97	50% Cost to Allotments (Actual Cost £44,223.88)	£ 22,113.05
Tools	£ 3,645.17	£ 840.00	£ 1,570.00	100% Cost to allotments	£ 6,055.17
Total	£ 10,960.15	£ 2,565.00	£ 37,216.77		£ 50,741.92

Combined General & Capital Expenditure	2022-2023	2023-2024	2024-2025
Income Per Rod	£ 11.00	£ 11.00	£ 11.00
True Cost Per Rod (Expenditure & Capital)	£ 21.51	£ 29.99	£ 28.16
Increase to Break-even	£ 10.51	£ 8.80	£ 26.55
Average Increase	£ 14.95		

SUMMARY OF EXPENDITURE

Income	Average Over 3 Years	Income	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Notes
Cost Per Rod	£ 11.25	£ 14.60	£ 18.25	£ 21.90	£ 22.90			
Rods 1935	£ 21,285.00		£ 21,768.75	£ 28,251.00	£ 35,213.75	£ 42,376.50	£ 44,311.50	
Grand Total	£ 21,285.00		£ 21,768.75	£ 28,251.00	£ 35,213.75	£ 42,376.50	£ 44,311.50	

General Expenditure	Average Over 3 Years	Notes	General Expenditure	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Notes
Equipment Repairs	£ 527.49		Equipment Repairs	£ 527.49	£ 548.59	£ 575.53	£ 587.65	£ 605.27	
Tools	£ 367.75		Tools	£ 367.75	£ 382.46	£ 397.78	£ 409.89	£ 421.98	
Water Supply Repairs	£ 499.57		Water Supply Repairs	£ 499.57	£ 539.55	£ 560.33	£ 566.54	£ 573.54	
Tree Surgery	£ 3,103.33		Tree Surgery	£ 3,103.33	£ 3,227.47	£ 3,356.57	£ 3,457.26	£ 3,569.98	
Waste	£ 617.69		Waste	£ 617.69	£ 641.77	£ 667.44	£ 687.47	£ 708.09	
Water	£ 1,454.55		Water	£ 1,454.55	£ 1,523.13	£ 1,584.69	£ 1,633.58	£ 1,680.52	
Waste	£ 2,657.00		Waste	£ 2,657.00	£ 2,763.28	£ 2,873.81	£ 2,960.03	£ 3,048.83	
General Site Maintenance	£ 1,457.88		General Site Maintenance	£ 1,457.88	£ 1,515.99	£ 1,576.63	£ 1,623.93	£ 1,672.65	
Keys/Security	£ 389.90		Keys/Security	£ 389.90	£ 405.50	£ 421.72	£ 434.57	£ 447.45	
Soil Testing	£ 194.17	(Every 15 years)	Soil Testing	£ 194.17	£ 201.93	£ 210.03	£ 216.31	£ 222.85	
PPE	£ 31.20		PPE	£ 31.20	£ 32.44	£ 33.74	£ 34.75	£ 35.69	
Machinery Fuel	£ 198.78	100% Cost to Allotments	Machinery Fuel	£ 198.78	£ 196.33	£ 204.18	£ 210.33	£ 216.62	
Vehicle Fuel	£ 275.14	50% cost to allotments	Vehicle Fuel	£ 275.14	£ 286.14	£ 297.59	£ 306.51	£ 315.71	
Vehicle Maintenance	£ 1,385.59	50% cost to allotments	Vehicle Fuel	£ 1,385.59	£ 1,441.03	£ 1,493.65	£ 1,543.61	£ 1,589.50	
Miscellaneous	£ 448.90		Miscellaneous	£ 448.90	£ 458.53	£ 476.87	£ 491.18	£ 505.50	
Labour	£ 18,923.58	50% SH & 15% OF Salaries	Labour	£ 18,923.58	£ 19,680.92	£ 20,467.74	£ 21,081.77	£ 21,714.27	
Total	£ 32,623.79		Total	£ 32,623.79	£ 33,824.48	£ 34,777.87	£ 35,212.99	£ 37,218.98	
Shortfall	£ 12,416.26			£ 12,416.26	£ 65,673.68	£ 136.58	£ 65,143.51	£ 66,891.52	

General Expenditure	Average Over 3 Years	Notes	General Expenditure	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Notes
Income Per Rod	£ 11.00		Income Per Rod	£ 11.25	£ 14.60	£ 18.25	£ 21.90	£ 22.90	
True Cost Per Rod (Expenditure ONLY)	£ 17.21		True Cost Per Rod (Expenditure ONLY)	£ 18.81	£ 17.48	£ 18.18	£ 18.73	£ 19.29	
Increase to Break-even	£ 6.21		Increase to Break-even	£ 6.56	£ 2.88	£ 8.87	£ 3.17	£ 3.61	

Capital Expenditure	Average Over 3 Years	Notes	Capital Expenditure	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Notes
Fencing	£ 7,538.27		Fencing	£ 2,258.48	£ 2,258.48	£ 2,258.48	£ 2,258.48	£ 2,258.48	10 year write down
Vehicles	£ 7,378.05		Vehicles	£ 5,527.89	£ 5,527.89	£ 5,527.89	£ 5,527.89	£ 5,527.89	6 year write down (50% usage allotments)
Tools	£ 2,018.39		Tools	£ 2,018.39	£ 2,018.39	£ 2,018.39	£ 2,018.39	£ 2,018.39	3 year write down
Total	£ 16,917.31		Total	£ 9,804.86	£ 9,804.86	£ 9,804.86	£ 9,804.86	£ 9,804.86	

Combined General & Capital Expenditure	Average Over 3 Years	Notes	Combined General & Capital Expenditure	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
Income Per Rod	£ 11.00		Income Per Rod	£ 11.00	£ 14.60	£ 18.25	£ 21.90	£ 22.90
True Cost Per Rod (Expenditure & Capital)	£ 29.15		True Cost Per Rod (Expenditure & Capital)	£ 21.88	£ 21.55	£ 22.28	£ 22.79	£ 24.35
Increase to Break-even	£ 18.15		Increase to Break-even	£ 10.88	£ 7.95	£ 3.88	£ 1.18	£ 1.48

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PROP2026/9 - MARKET CROSS CONDITION REPORT

Last modified: 2026-02-02

**CONDITION REPORT
FOR
THE MARKET CROSS,
CHICHESTER, WEST SUSSEX**



November 2025



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1. Introduction

Copperstone were instructed via a Chichester City Council works order dated 6th October 2025 issued by the Town Clerk Mrs Sam Tate, to undertake a condition inspection of the grade I listed scheduled monument, the Market Cross at the intersection of North, South, West and East Streets in Chichester, as set out in Copperstone's scope of service and fee proposal letter of the 17th September 2025. As per the works order Copperstone arranged for the provision of a cherry picker to facilitate the inspection at high level. Copperstone were made aware that water ingress had recently been found to the roof over the clock mechanism.

The scope of the condition inspection is broadly related in terms of detail to the RICS Condition Report. It comprises a non-intrusive inspection of readily visible external and internal elements, where access may be gained without causing damage and where access is available. Areas will not be inspected where it is not safe to do so or if doors are locked and the owner has not supplied keys. For example, cupboards will be opened where not obstructed and the roof void will be viewed, but no opening up will be undertaken. The scope does not include a measured survey, drawings, a valuation, legal enquiries or any searches.

In regard to the structure generally, we inspect those elements of the structure that are readily accessible, but we are not structural engineers and do not possess expert knowledge in this area. Should we have any concerns in regard to structure we would refer to these in our report, and we are happy to arrange for a fee quotation to be obtained for the Council's consideration from a suitable firm. Services, that is electrics and the like, were excluded from the scope of the inspection so we make no comment on the lighting or clocks for example. The inspection proceeded on the 5th November 2025. The weather was mild, dry and overcast.

2. Property Description

The Market Cross is octagonal in plan with a raised flagstone base, a central cylindrical column with a circular seat to the full circumference of the column, and a ribbed vaulted ceiling with stone bosses. Each of the eight sides of the Cross are formed by uniform four centred arched openings with clustered columns and on their outer faces stepped buttresses protected by jostle stones on their outer face at their bases. The arches have crocketed ogee hood moulds with carved finials and niches above, and the spandrels of blind tracery comprise a central circular foil with cusping to its base and a bishop's mitre above, and single cusped foils either side.

There are two rows of blind tracery either side of the hood moulds. The lower row panels have trefoil early Gothic arched heads, while the upper row has trefoil ogee arched heads with two single cusp foils above. To either side of the niches is a band of carved bosses, above which there is a row of four quatrefoil panels with carved motifs. Above each buttress is a panelled column with a shield on the outer face of the base, capped with a crocketed pinnacle and pennant. Each elevation facing a street has a clock in a crocketed ogee surround with a finial and pennant, and a plinth with a quatrefoil panel either side of the hood to the niche.



The niches to the other four elevations have an elaborately carved hood with a crocketed pinnacle and a carved finial and pennant. There is a void above the vaulted ceiling enclosed by the masonry walls and timber roof deck and with a floor that mirrors the contours of the vaulted ceiling below. The void is accessed via a hatch in the vaulted ceiling and above the hatch is the space where the redundant clock mechanism and all the electrical controls are housed. This space is lined in timber with a timber floor and a raised ceiling height, with two glass panes in the side panels. An opening in the timber lining gives access to the void.

A fixed timber ladder gives access via a hatch in the raised area of roof out onto the roof, all of which is covered in copper sheet laid with common roll jointing. The central octagonal column continues up, with crocketed ogee flyers extending from each stepped buttress to the central column, at the top of which is a cupola with an octagonal roof and ball finial with a pennant. There are iron rods retaining the four clock surrounds to the central column. The vaulted ceiling is built of brick and rendered, the rear leaves to the clock surrounds are brick, and there is brick to the inner face of the walls in the void; the rest of the structure is stone.

The previous report by Richard Glover dated December 2015 included a section titled 'History of Previous Works'. It is assumed Richard undertook some quite extensive research to be able to write this section of the report, perhaps referring to the City Council's own archives, visiting the West Sussex Record Office or drawing on other and various material. Copperstone's scope did not include undertaking such research and the City Council are instead content for reference to be made here to the 2015 report so that readers can avail themselves of this summary of the alterations and repairs undertaken to the monument.

But in summary it seems the key alterations are that in the 1640's the original cupola was removed as well as the niche statues and the angels' faces, and in 1724 a clock was added but replaced in 1746 by the current arrangement of four clock faces. In summary there have clearly been numerous phases of work over the Cross's long existence, but it is understood these include significant works in 1746, 1902/03, 1939, 1950, the 1960's and in every decade from then including the 2000's. The 2015 report refers the Cross being of Caen stone but that other stone principally Clipsham and Lepine has been extensively used for repairs.

3. Historical Significance

The Market Cross is a scheduled monument, list entry number 1005890, and was added to the list on the 13th October 1927. It is also grade I listed, list entry number 1026826, and was added to the list on the 5th July 1950. It was built by the Bishop of Chichester, Edward Story, in around 1500. The Market Cross is a 'standing cross', a free standing upright structure usually of stone, and mostly erected during the medieval period. Standing crosses were for the purposes of preaching, public proclamation and penance, defining rights of sanctuary, as well as in market places a location for validating transactions. It is thought there were over 12,000 standing crosses of varying descriptions but today they are believed to number less than 2,000. According to the scheduled monument listing the Market Cross at Chichester with its rather elaborate form fits the description of the relatively unusual 'preaching cross'.



4. Executive Summary

With the last condition report on the monument in 2015 it has not been fully inspected in 10 years albeit the council has no doubt monitored the condition of the monument over that time. It would be fair to expect that for such an important monument a quinquennial inspection approach would be adopted. It is our understanding that at least some of the fairly substantial quantity of work recommended in the 2015 report was undertaken as it was possible to identify items of disrepair noted in the 2015 report that had been addressed. And of course some items of work recommended are not expected to endure long term such as shelter coating which is sacrificial and short lived by its very nature.

Clearly this is not a structural assessment, and it is a visual-only inspection so no devices (other than a damp meter for the clock mechanism enclosure) were used and no samples and laboratory analysis was undertaken. But overall in our view the monument was in fair condition, with a round of relatively modest maintenance works necessary soon, after some further closer inspection of certain areas, namely the vaulted ceiling. We recommend non-abrasive steam cleaning to remove all guano, moss and weathering staining, isolated minor stone indent repair, lime mortar facing and infill work, crack repair and repointing, shelter coating, and some minor intervention to address undesirable rainwater run-off scenarios.

5. Recommended Works

Before any works are undertaken, a thorough assessment is necessary to first ascertain the extent of work required for example whether a stone indent is necessary or whether loose stone can be secured in place, thus retaining the maximum amount of historic fabric. This assessment will require some high level access from a scaffold and some limited opening up, which can not be facilitated from a cherrypicker. Clearly most work to the Cross will require scheduled monument consent and listed building consent.

The monument clearly has a history of differing methods and materials being used for repairs, for various reasons, many of which would not be used today. For example, modern conservation principles include minimal intervention and would not support wholesale replacement of fabric as has happened in the past, while the use of cement is now considered wholly inappropriate but has been widely used on the monument in times past as it has on most historic buildings. And types of stone are not always available.

It will be crucial to determine the most suitable stone, other materials and methodologies to be used. This is both a technical and a philosophical question. In the case of stone for example it is important that the strength and porosity of new stone is compatible with the existing stone, but it is also important to decide whether Caen stone as the original material should be used, or one that is visually a match to the particular area being repaired. The correct strength mortar must be used, but it must also be of a suitable texture and colour.



When it comes to cleaning, much careful thought will be required as to the extent of area to be cleaned, the level of cleanliness required, and of course the method to be used. It is clearly desirable that dirt, moss and guano are removed from the stone as they can actually erode the stonework and are unsightly, but if the whole monument is heavily cleaned it will result in a very patchy appearance as it will reveal the numerous areas of repair over the years. And too aggressive cleaning will erode stone and mortar jointing and introduce excess moisture.

So this report identifies repairs required in broad terms and based on principles, but it is beyond the scope of a condition report to prescribe the detailed nature of most repairs because analysis, research and consultation is required to determine the correct design, especially for missing elements including carved features where their original appearance may not be known and the most appropriate repair approach from a philosophical point of view. The view of Historic England and Chichester District Council Planning Department will be key.

Summary of Recommended Repairs

Ref	Works	£
1	Replace the nosing or all of the right hand stone step to the south elevation, cut out damaged small sections of stone paving and carry out indent repairs, remove grass and vegetative debris from cracks and joints and repoint in lime.	5,750
2	Carefully remove cement facings and infills to the central shaft across its full height and area, to elevations and to inner and outer faces of piers and buttresses, fully prepare and apply lime mortar facings, fillets and infills where deemed necessary.	17,600
3	Remove all moss growth and guano and carefully clean off with the non-abrasive Dof steam cleaning method the weathering and lichen staining across the whole monument to leave the stonework free of dirt. Lime shelter coat entire monument.	24,100
4	Rake out eroded joints and cracking to stonework across the whole monument, fully prepare and infill cracks and repoint joints in lime mortar to mixes suitable in strength, texture and colour. Replace missing pinnacle shaft shield to the south west.	13,300
5	Inspect and tap test the whole of the vaulted ceiling to identify any loose areas of mortar coatings, then either remove the loose areas, prepare the subbase and apply a suitably mixed mortar coating, or consolidate the loose mortar.	4,400
6	Replace the sheets of copper where three old patch repairs are located, as well as the sheet on the raised platform that was recently allowing water ingress. Reinstate the displaced copper flashing and repoint above a flashing where the joint has failed.	3,000
7	Remove the decayed timber planks to the roof deck which have been affected by long term water ingress, fit new timber to match existing in species and dimensions, and replace the missing tongue and groove planks.	3,500
8	Undertake an assessment across whole monument to determine routes of rainwater run off where it may be that disproportionate erosion or other damage is being caused, and introduce measures to limit this such as lead diverters or mortar fillets. Replace corroded brackets supporting clock casings.	18,400 (scaffold included here at £15k)
	Subtotal	90,050
	Contractor's preliminary costs and OHP at 20%	18,010
	Total excl fees and vat	108,060



6. Detail of Condition

6.1 Stone Base

Description

The stone base is a raised platform within and outside the monument piers mirroring the octagonal shape on plan of the monument. At its outer edge is a step with a riser of typically up to 200mm height, there is then a row of slabs parallel to the outer edge on each elevation up to the centre line of the piers. Within the outline of the piers on plan the floor of the monument is laid at one level segmentally to be parallel with each elevation. There is a very shallow step up from the outer step to the row of slabs adjoining, and from that row of slabs to the floor within the piers. This is except for the north east elevation where there is no shallow step and instead the stone is on a shallow gradient down to the outer step nosing.

1. View of stone base to south elevation.



Condition

The surface of the stone across the whole floor has been worn generally smooth and shiny through centuries of foot traffic, though of course individual slabs have been replaced over time and different stone types and stone from different sources have been used, which has resulted in a non-uniform appearance in terms of colour, finish, durability and condition. A small number of individual slabs are in poor condition and require minor repair in the form of stone indents. There is some minor vegetation growth in some joints which should be



removed. There are a lot of eroded or empty joints to more or less all elevations and these joints should be raked out and repointed in a carefully specified lime mortar mix. The whole nosing area to the right hand step to the south elevation is heavily cracked and we would recommend the damaged section is cut out and replaced. Depending on the extent of failure it may be the whole stone will have to be replaced.

2. North east elevation with no shallow steps, the floor instead sloping down and out.



6.2 Central Shaft and Seat (including Inner Face of Piers)

Description

The central shaft is cylindrical and formed of stone blocks, rising to where it meets the profiled stone vault rib springer which extends the full circumference of the shaft. The seat projects from the shaft for its full circumference such that the outer edge of the seat forms a circle on plan. The seat is formed from carved stone blocks set into the shaft and set on top of a projecting stone base to the central shaft which rakes inwards towards the bottom. To the inner face of each of the eight piers forming the outer walls of the monument is a column pilaster with a springer on which the ribs are based, and with a projecting base, the whole formed of stone as for the rest of the monument.



Condition

The stone of the shaft exhibits areas of erosion and delamination, some of which has been repaired with cement mortar facing in the past, and there is some loss of pointing to joints. Consideration should be given to removing the cement mortar and refacing in lime, if refacing is necessary. There has been a small amount of repointing in a very dark almost black mortar which is unsightly and it is suggested this is carefully raked out and replaced with a suitably coloured lime mortar as for the rest of the monument. The top of the seat is dished from centuries of use, the base beneath the seat is uneven where small sections of the stone have been lost and there are areas of surface delamination.

We would recommend some repointing work where joints are eroded or void and some light defrassing to delaminating areas and application of protective shelter coats. The column pilasters are generally in poor visual condition with extensive erosion, damage and inappropriate cement repair all evident. We would recommend consideration be given to replacing cement repairs with lime mortar. Various old small fixings such as screws to the inner face of the outer walls of the monument should be removed as they are unsightly.

3. View of the stone shaft, vault rib springer and vault ribs above.





4. There has been loss of stone and delamination to the stone base beneath the seat.



6.3 Vaulted Ceiling

Description

There is a stone-ribbed brick-vaulted ceiling parallel to each elevation, with stone bosses where each rib meets at the highest point of the ceiling. Springers to the central shaft and the piers around the outside are all of stone, but the brickwork vaulting has been coated in mortar to emulate stonework. The access hatch to the internal space above the ceiling where the clock mechanism is located is set within the ceiling to the northern elevation. The sides of the hatch opening are formed from timber as is the hatch itself.

Condition

The main failing in the condition of the ceiling is the mortar coating to the brickwork which has fallen away in many areas across the ceiling and has then been replaced with a thinner coat of mortar or in some areas perhaps just shelter coats such that the outline of the brickwork and its joints are visible, and in some areas the surface of the brickwork itself is exposed. Some areas of the mortar coating are cracked and might be loose. In view of the fact the Cross is open to the public we would recommend the whole ceiling is closely inspected to check if any areas are indeed loose. Where there are loose areas these could either be recoated in lime mortar or consolidated to retain the existing lime coating insitu. The brickwork around the hatch does not always butt up to the hatch linings and there is mortar infilling which has fallen away or cracked. The latter should be infilled with new lime mortar.



5. Vaulted ceiling to north elevation showing hatch to enclosed space above ceiling.



6. View of ceiling showing typical condition.





6.4 North Elevation

Description (of all elevations)

The north, south, east and west elevations ie those facing a street are of generally one design while the north west and north east, and south west and south east elevations are of another. All eight sides comprise a tall four centred arched opening formed of stone clustered columns and an outer stepped buttress, under a crocketed ogee hood with an elaborately carved finial and incorporating a cinquefoil-based niche containing a bishop's mitre. To either side of the ogee hood are two rows of blank arched panels with cusped tracery. Above the carved finial is a niche with a carved canopy topped with a crocketed pinnacle and pennant. Either side of the niche and above the blank tracery is a flush stone band with two carved flower heads and gargoyles, and above this a stone cornice.

Above the stone cornice is a parapet wall on the outer face of which is a frieze with two quatrefoil blank panels either side of the niche each with a different carved motif and a coping. At either end of the frieze to each elevation above the column and buttress is a stone shaft with a crocketed pinnacle and a pennant. The elevations facing streets have over the niche a clock set into stone with an ogee head and pennant. The rear of the stone clock surrounds is formed of a leaf of brickwork set into which is the painted metal rear door to the clock casing. Each stone surround has an iron rod secured to a hook in its rear face with the other end of the rod secured in a hook set into the upper central shaft. To the east elevation there is an oval niche containing a fibreglass replica of a bust of King Charles I.

Condition

There is significant moss cover to the top of the parapet wall and the cornice is encrusted with guano. There are old cement repairs to the parapet wall capping, which should be replaced with stone indents or lime mortar. The base of the niche exhibits quite significant cracking and again there are notable guano deposits. All moss cover and guano deposits should be carefully cleaned off the stonework. The panel to the frieze to the immediate left of the niche is cracked and water run off is affecting the right hand side of the panel by the pier. We recommend an assessment is undertaken as to what light touch measures could be introduced to prevent this water run-off, for example insertion of a small lead diverter or even formation of a simple drip detail out of mortar to throw water off.

There is disturbance to the stone to the right hand side of the left hand pinnacle pier and a very wide joint is cracked and should be replaced with a stone indent. The shields at the base of both pinnacle shafts have been broken off or eroded away. A lot of old cement repairs were evident to the right hand side and there was cracking around the copper cramp. The hood mould and part of the tracery transom are both very eroded. There are numerous small holes to the stone forming the bases of the buttresses both sides, and it would be wise to infill these with lime mortar. A degree of raking out of cracks and open joints is necessary to enable some crack infilling and repointing in lime. Carefully specified and selected shelter coats should be applied to the eroded areas in particular to help protect them.



7. The north elevation is to the left, north west elevation to the right.



8. Closer view of the north elevation.





9. The significant guano to the cornice is evident.



10. Cracking and guano to niche base to north elevation.





6.5 North East Elevation

Condition

There is moss growth and dark dirt and weathering staining to the top of the parapet wall and to cornices below, all of which should be carefully cleaned off. The right hand side of the frieze panel is heavily eroded and cracked, and there are a number of unsightly indents to the cornice above the frieze. One of the pinnacle columns is heavily eroded and some cracking is present. Two motifs to the stone band to the right hand side are heavily eroded as are both the angels at the bases of the hood mould both sides. The cracking should be carefully raked out and infilled with a lime mortar of a strength just inferior to the stone. The unsightly repairs should be checked and ideally replaced with stone that matches more closely that of the cornice. Carefully specified and selected shelter coats should be applied to the eroded areas in particular to help protect them.

11. Moss growth and dark weathering staining to the top of the parapet wall.





12. Heavy erosion to the right hand frieze panel.



13. Quite significant erosion to the pinnacle shaft to the right of the eroded frieze panel.





14. North east elevation to left of north elevation with clock.



6.6 East Elevation

Condition

As for all elevations, there is dark dirt and weathering staining to the top of the parapet wall and cornices as well as some light moss growth, all of which should be cleaned off using a light non-abrasive steam based method such as Dof. There is a very significant build up of guano around the base of the bust of King Charles I because the netting does not enclose the niche and pigeons from entering. The guano must be removed and the niche cleaned, and new netting then fitted which entirely covers the niche opening to prevent a repeat. The stonework is in good condition because this is surely one of the elevations where there has been a significant amount of stone replacement.



15. The east elevation is the one to the left with the niche containing the bust.



16. From this view it can be seen that the pinnacles have been replaced.



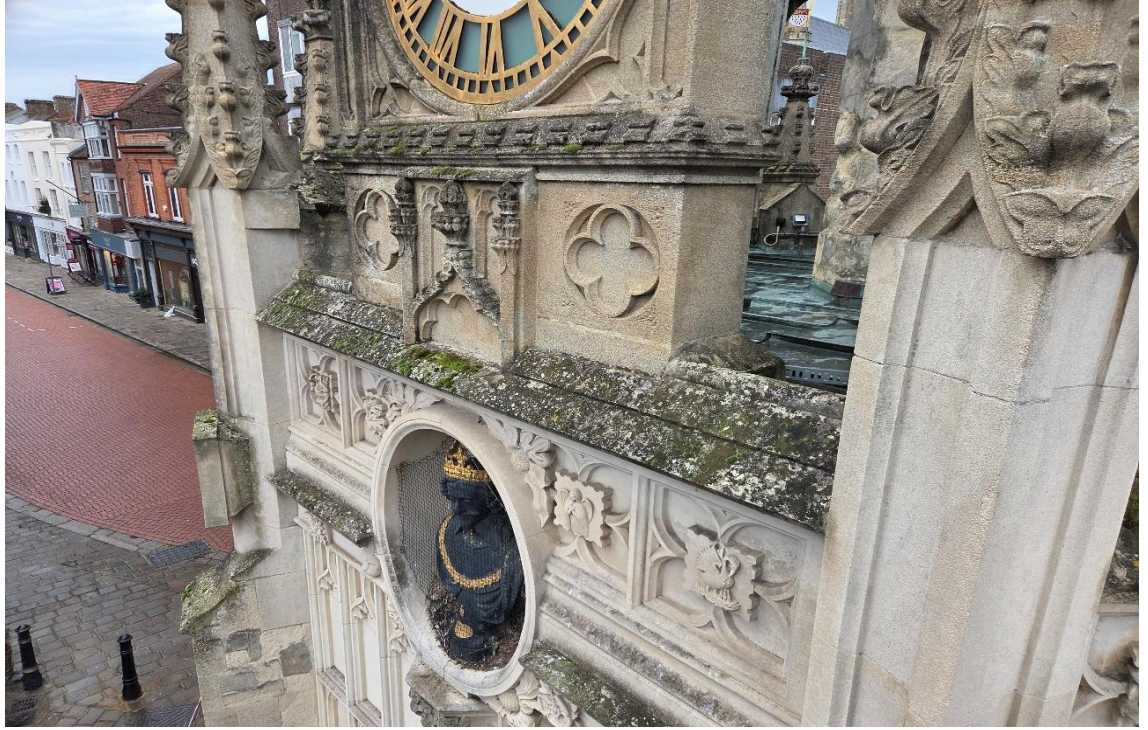
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First floor, Challenger House, Rumbolds Hill, Midhurst, West Sussex, GU29 9BY

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17. The stonework to the east elevation is in generally good condition.



18. The guano build up around the base of the bust is very significant.





6.7 South East Elevation

There is staining to the stonework generally across the face of the elevation, especially to the grainy Clipsham stone and to sloping and other faces. The frieze and tracery are quite clean but the niche is patchy in appearance. The affected areas should be cleaned using a light non-abrasive steam based method such as Dof. The stonework is in good condition because this must be one of the elevations where there has been a significant amount of stone replacement.

19. South east elevation is to the left of the elevation containing the clock face.

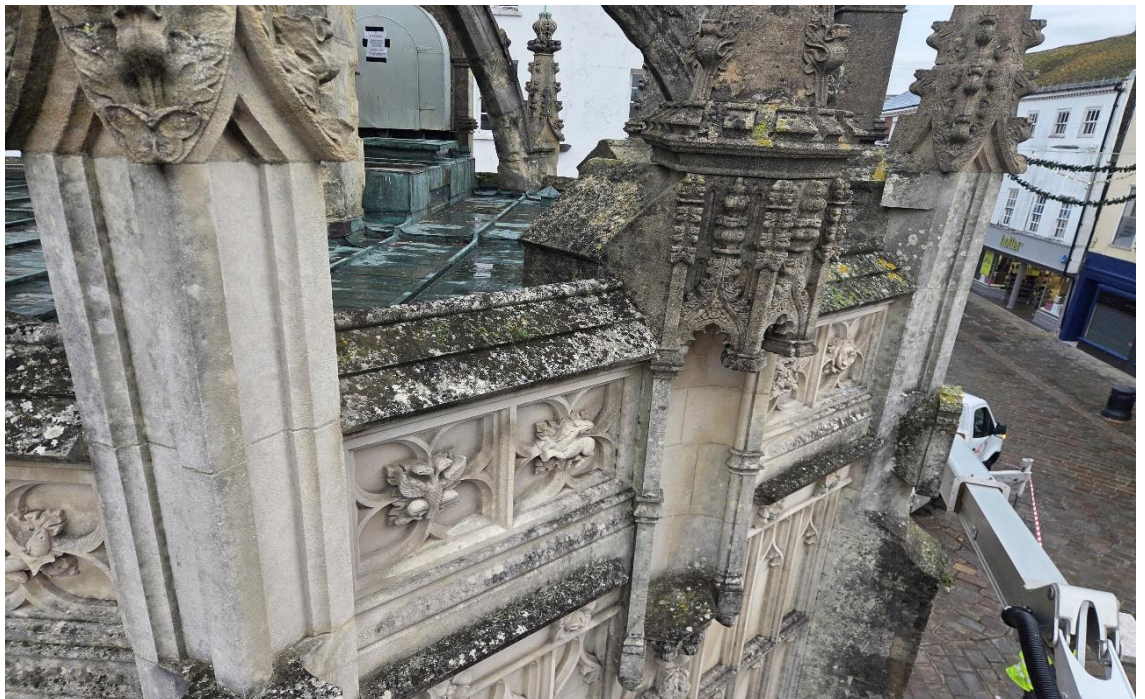




20. There is a lot of moss and lichen staining to the top of the parapet wall.



21. The majority of the stonework is in good condition as it has been replaced.





22. Further weather staining to the cornice.



6.8 South Elevation

The stonework is in generally good condition, mainly because so much of it has been replaced in modern times. There is general weather staining and lichen to various elements across the piece and the affected areas should be cleaned using a light non-abrasive steam based method such as Dof. There does not seem to be any mortar in the joint at the base of the pinnacles so these joints should be prepared and then pointed in a lime mortar.

23. The south elevation is the one to the left with the clock.





24. The stone is weather stained and covered in lichen.



25. The Clipsham stone has not been a good colour match for the Caen and Portland stone.





26. The detailing to the stone remains crisp but there is staining across the face.



6.9 South West Elevation

Condition

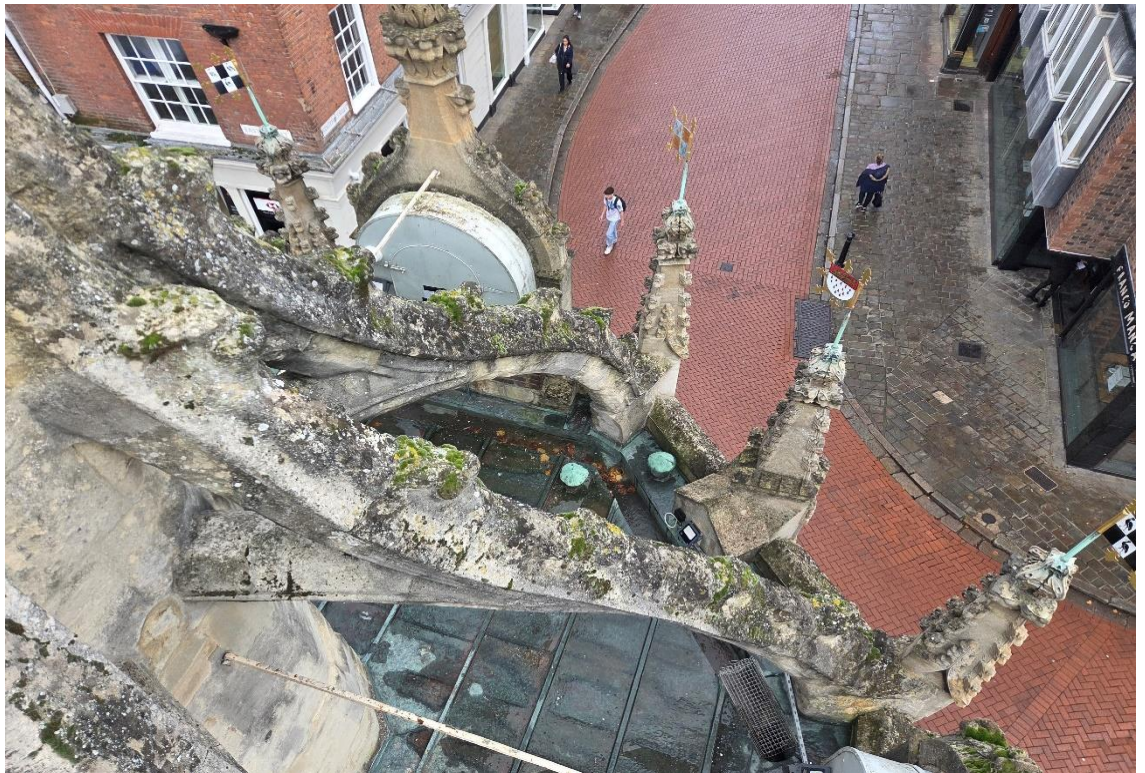
As for the south elevation the stonework is in good condition, generally retaining most of its definition mainly because so much of it has been replaced in modern times. There is general quite dark staining to elements except for the frieze panel and the tracery which seem to be only moderately affected. A careful clean with a non-abrasive method such as Dof would benefit the monument. There does not seem to be any mortar in the joint at the base of the pinnacles so as for the south elevation these joints should be prepared and then pointed in a lime mortar.



27. The south west elevation is the one to the left in the photograph below.



28. Due to the road the cherrypicker could not be located to gain a view of the elevation.



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29. Rear view of pinnacles and clock surround to the south west elevation.



6.10 West Elevation

Condition

As for the south and south west elevations the stonework is in good condition, generally retaining most of its definition mainly because so much of it has been replaced in modern times. However the shields at the base of the two pinnacle shafts have been broken off or eroded away and there is significant damage to one of the piers as a result. The top of a pinnacle to the west is worn away and partially missing. No maintenance works are necessary to these elements so it would be a purely philosophical question as to whether the council would want to reinstate the missing elements. But we would recommend this is too serious from a visual point of view not to be repaired and accordingly we do recommend the shield that is most damaged is replaced.

There is general quite dark staining to some elements, mainly the parapet wall copings and the cornices. A careful clean with a non-abrasive method such as Dof would benefit the monument. Cement facing repairs are prominent to the buttresses and consideration should be given to replacing these with lime. The hopper may be partially blocked with leaves but it is understood the council monitor this and periodically clear the hopper. The hopper and downpipe are exhibiting spot corrosion staining and should be prepared and repainted using a coating with an anti-corrosive quality.



30. The west elevation is the one to the left with the clock.



31. As for other elevations there was much weather staining to the elevation.





32. The west elevation is where the cast iron downpipe draining the roof is located.



33. The shield at the base of each corner pinnacle column was missing or eroded.





6.11 North West Elevation

Condition

There was weather staining and moss growth to the top of the parapet wall, the cornice, the base of a pinnacle, over the niche and elsewhere. The parapet wall capping has been repaired in the past but areas of the surface have cracked off and further this timer suitable mortar repairs are required. The shields at the base of the pinnacles are either wholly eroded, have fallen off or perhaps have been crudely removed in the past as form the west elevation. Two motifs to the frieze have eroded back and one boss to the stone band is missing. It would be a purely philosophical question as to whether the council would want to reinstate the missing elements. There is minor cracking noted, and cracking and delamination to the top of the parapet wall on its inner face. There are small holes in the stonework forming the base of the buttresses. The cracking should be carefully raked out and the cracks and the small holes in the buttress bases all infilled with lime mortar that is slightly weaker than the stone.

34. The north west elevation is the one to the right.





35. Moss growth is evident to the top of the parapet wall and to other sloping surfaces.



36. Significant open joint at base of flying buttress to rear of pinnacle shaft.





37. Copper cramp evident to stone between base of flying buttress and base of pinnacle.



6.12 Central Shaft Above Roof

Description

The central shaft is formed of stone blocks and is a continuation of the shaft below the roof. The eight flying buttresses are jointed into the shaft on each angle, the four stone clock surrounds are retained by iron rods secured into hooks set into the stone shaft, and the cupola is located at the top of the shaft.

Condition

There has been significant cement mortar facing applied to the shaft across its area and much of this is delaminating. It is believed there is also a large amount of shelter coating and limewashing on the shaft surface, and again much of this is coming away. Delamination of the face of the stone is also widely evident. It would be preferable if the cement mortar facing was removed to allow the stonework to breathe, and if necessary replaced with a lime mortar. The stone detail to the top of the shaft above where each flyer connects with the shaft is so eroded that its design can not be determined but they resemble acanthus leaves. It would be a purely philosophical question as to whether the council would want to reinstate the missing elements, especially if the detail is not known. However, there may be old drawings or other records that provide information. A small number of perpendicular joints between stone blocks to the shaft have opened up, and the joints should be repointed in lime mortar. In view of the delamination significant shelter coating is recommended to the shaft.



38. Top of central shaft with stone detail on each angle heavily eroded, possibly acanthus.



39. View of delamination to face of stonework above where flyers are jointed in.





40. This view shows both the delamination of the stone face and old cement repairs.



41. This view shows that the cement repairs are to be found to only some of the faces.





6.13 Flying Buttresses

Description

The flying buttress are formed of stone as for the rest of the monument and extend from each of the eight points of the octagon, ie above a pier from behind the pinnacle, and up to near the top of the central stone shaft. Strictly speaking a flying buttress is formed of two parts, the vertical pier which is the buttress, and the flyer which is in this instance a quadrant arch which is crocketed on its top surface. So the part of the buttress above the level of the roof is the flyer. The flyers have a triangular pierce where they bond into the central shaft.

Condition

All crockets are severely eroded and there is a heavy layer of lichen and weather staining, mainly to the upper surfaces. There is some surface delamination present such as to the top of the bases of the flyers. Old discoloured cement repairs, mostly in the form of face filling, are evident to the upper surfaces, and some joints are beginning to open up in areas, including specifically the joint at the top of the base to the north east elevation. A flyer to the north elevation has a failing mortar repair. The staining to the top of the flyers is unsightly but not really causing any deterioration. Due to their location a view of them is restricted and it is likely if they were cleaned a very patchy appearance would be the result due to the numerous cement repairs undertaken in the past. Therefore we do not suggest the flyers are cleaned and only that any cracks or open joints are raked out and filled with lime mortar.

42. The upper faces of the flyers are encrusted with moss, lichen and weather staining.





43. The fluted underside of the flyers is heavily eroded in areas and has lost distinction.



44. The crockets are all so heavily eroded their detail can not be understood.





45. There is a triangular piercing to the top of the flyers where they meet the central shaft.



6.14 Roof

Description

The roof of the monument is flat and formed from a timber close boarded deck on timber joists and then covered in copper sheet with a common roll joint system, all falling to a valley gutter around the south, south west and west elevations which discharges into a cast iron hopper and downpipe on the west elevation. There is a raised platform, roofed and clad in copper as for the rest of the roof, over the clock mechanism enclosure, and this has two small horizontal fixed glass panes to either side to let in natural light. The roof is accessed via the copper-clad hinged hatch in this raised platform. There are eight vents across the roof formed in copper of a cylindrical shaft with a conical cap, two copper clad louvred vent boxes at the base of the surrounds to the west and east clocks, and there are copper flashings wherever the roof abuts a vertical surface ie the parapet walls, flyer bases and the central shaft.

Condition

The age of the roof is not known but the surface of the copper sheet is pitted across its whole area and it does use the older common roll jointing system rather than the more modern standing seam detail, though a more recent re-roofing might still use the older system due to the historic nature of the monument. The copper may be pitted not only from maintenance staff and contractors authorised to be on the roof but also from trespassers not authorised to be present but who it is understood are known to climb up the outside of the monument at night, quite frequently.



There are three old small patch repairs to the copper sheet which have been undertaken in a Flashband-type material but seem to be holding. However, there is a hole in the copper to the sheet on the raised platform nearest the central shaft where water is ponding, and this has led to water ingress beneath and decay of the timber deck. The hole has been recently temporarily sealed with mastic by the council pending a permanent repair, which will entail replacement of the whole sheet affected. There was a section of flashing to the base of a flyer where the mortar to the top of the joint had failed and required repointing, and another section of flashing was slightly displaced and required reinstatement.

46. The water ponding to the roof sheet nearest the shaft is where there has been a leak.





47. To the base of one flyer the mortar joint to the top of the copper flashing was failing.



48. A section of copper flashing on the inner face of the parapet wall was displaced.





49. Including the one in this photo there were three small patch repairs to the copper roof.



6.15 Void Below Roof

Description

Beneath the raised platform on the roof is the small enclosure where the original clock mechanism is located, though of course it is now redundant. The enclosure comprises a timber floor in which is located the hatch in the vaulted ceiling, and timber panelling to form its walls on three sides, with the other side formed by the stone external wall. One side has an opening however as the timber panelling or perhaps a door has been removed and this provides access to the rest of the void between the vaulted ceiling and the roof. The base of this void is indeed formed by the arched top of the vaulted ceiling, the stone shaft is located centrally, and the walls are formed from stone and brickwork, while the underside of the roof comprising timber joists and a timber deck is exposed.

Condition

Within the timber lined enclosure it can be seen that the hole to the copper sheet referred to in the roofing section has been allowing water ingress over a long period as the timber roof deck is rotten in this area and indeed there is also a hole in the timber floor immediately below. The ceiling of the enclosure is formed from old timber tongue and grooved boards on which there is historic graffiti, but beneath the leak a modern piece of 6mm plywood has been fixed which itself has now decayed but which would have been concealing the decay to the



original timber. There is a further area of decay to the roof deck just into the void from the clock enclosure and this seems to correspond with the repair patch near the raised platform. It is believed to be historic and the timber deck is dry but the strength of the timber has been compromised by the decay. When roof repairs are undertaken to the raised platform this area should be addressed too, but the historic tongue and groove ceiling boards should of course be retained.

50. View of the historic tongue and groove timber panelling forming the enclosure ceiling.





51. Decay to roofing deck over clock mechanism where boards are missing.



52. The rest of the void looks as shown in this photo.



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53. Central stone shaft rising through void.



6.16 Cupola

Description

The cupola comprises an octagonal base on which stand eight scalloped fluted piers, topped with crocketed pinnacles, either side of a cusped arched opening with ogee hood mould over on a blank panel, supporting a projecting tiered octagonal concavely pitched cap, all in stone. There is a ball finial with a pennant, and there is a threaded steel rod protruding through the underside of the roof centrally. There are two threaded steel rods fixed to opposite piers such that on plan they form a cross, which are surely in place to stiffen the cupola structure. There are six male names carved in capitals into the inner faces of two of the blank panels, assumed to be masons' names who worked on the monument.

Condition

There is moss and lichen growth to the cap of the cupola and old stone repairs are visible, but all are in serviceable order. Moss is also evident under the edge of the cupola roof and across the surface of the base and in joints. The recommendation would be that the moss is cleaned off and any eroding joints are carefully raked out and repointed in lime. There is a stone indent repair to the inner face of one of the piers which in terms of colour and liberal use of cement mortar to infill the surrounding joint is unsightly and ill-matching but at this height it can not be seen and is sound so we would not suggest any action is taken.



There is significant erosion of the detail of the piers, panels and cusps. The mortar joints to the base and tops of the piers have worn away and we do recommend that the joints are repointed in lime. One of the stiffening rods has come out of its eyelet at one end while the other is curved, and the displaced one should surely be reinstated. These rods should be checked by a structural engineer to ensure they are still performing their function.

54. View of stone cupola from above.





55. Closer view of moss and lichen encrusted stone roof to cupola.



56. The piers are heavily eroded and there is much moss cover on the base.





57. Names are engraved on the inner face of the panels to the cupola.



6.17 Clocks

Description

There is a painted metal clock face to each elevation facing a street, all with a Perspex backing. The clock mechanism is contained in a painted metal casing to the rear of the clock which is supported on steel angle brackets fixed into the masonry clock surround. It is understood the electronic controls for the clocks are located in the enclosure below the raised roof area.

Condition

The inside of the clock casings was not seen but the paintwork to the clock faces was in fair condition as it was to the rear casings. However the supporting angle brackets to most of the clocks exhibited quite significant corrosion, as did the associated metal conduits, and it is suggested that these brackets are replaced with a galvanised version throughout.



58. Rear view of clock surround with casing evident.

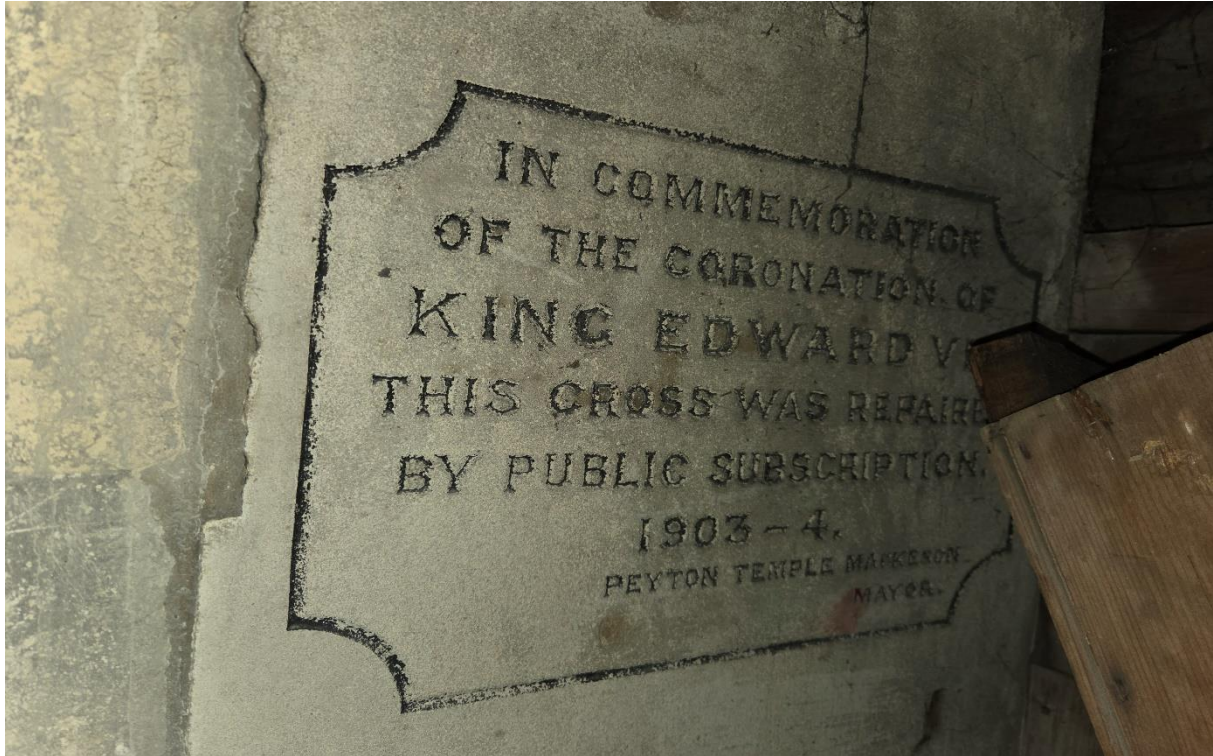


59. This photo shows the corrosion to the support brackets beneath the clock casing.





60. Commemorative carved stone record of repair work in 1903 – 04.



7 **Surveyor's Declaration**

This report is provided for the sole use of Chichester City Council, in accordance with the scope of service and agreement letter dated the 17th September 2025, and Copperstone cannot accept responsibility if it is used or relied upon by anyone else.

The report represents Copperstone's genuinely held view of the monument's condition at the time of the inspection as well as their view of the necessary works based on their experience. Should there be any query on the report, please do not hesitate to contact us.

Signed: Simon Christopher Clark

Date: 28th November 2025

[V - KIA CARGO LR PLUS no towbar](#)

PROP2026/10 - REPLACEMENT VAN EV

Last modified: 2026-02-03



Quote Ref	197520073
Quote Date	23/01/2026
Issued By	Calum Duffus

Your Details

Name	Chichester City Council
Email	
Telephone	01243 788502

Your Car

Make	KIA
Model	PV5 CARGO ELECTRIC
Derivative	120kW Plus Long Range 71kWh Van Auto
Colour	Solid - Clear white
Trim	Cloth - Dark Blue
Factory Options	Solid - Clear white, Cloth - Dark Blue
Dealer Options	Lightweight Ply lining, LED Beacon

Your Lease

Type	Business Contract Hire
Term	24
Profile	9+23
Annual Mileage	5000
Excess Mileage Fee (pence per mile)	13.00
Initial Rental (exc. VAT)	£2,097.00
Monthly Rental (exc. VAT)	£233.00
Maintenance	Customer Maintained
Add Maintenance For (exc. VAT)	£0.00
Arrangement Fee (exc. VAT)	£245.83

- This is a quotation only and does not constitute an offer.
- It is valid for 28 days and is subject to vehicle availability, any change in manufacturer's price, vehicle specification and interest rates.
- You will be charged if you exceed the stated mileage allowance.
- You must keep the vehicle in good condition and hand it back at the end of the agreement, you will not own the vehicle.
- Acceptance is subject to status and affordability.
- Full leasing terms and conditions available here
<https://www.carwow.co.uk/leasey/terms-and-conditions>