



Chichester City Council

PROPERTY SUB-COMMITTEE

Minutes

Date 26 November 2024
Time 11.30am to 12.35pm
Location The Council Chamber, The Council House, North Street, Chichester. PO19 1LQ
PRESENT: Councillors Butler (AB), Loxton (SL), Miall (RM), Quail (SQ) and Scicluna (AS)
ALSO IN ATTENDANCE: Town Clerk (TC), Deputy Town Clerk (DTC), Council Services and Support Manager (CSSM),

29. **APOLOGIES FOR ABSENCE**

No apologies were received.

Councillor Apel was absent from the meeting.

30. **DECLARATIONS OF INTEREST BY MEMBERS OF THE COMMITTEE IN MATTERS ON THE AGENDA FOR THIS MEETING**

No declarations were made.

31. **MINUTES OF THE PROPERTY SUB-COMMITTEE MEETING HELD ON 24 SEPTEMBER 2024**

RESOLVED that the minutes of the Property Sub-Committee meeting held on 24 September 2024 be approved and signed as a correct record.

At this point the Chair took agenda item 6.

32. **ARUNDEL PARK ESTATE**

TC advised that following the dissolution of the management company (W Darby & Son Ltd), the public land at Arundel Park had reverted to the ownership of the Crown Estate. She also advised that, in these circumstances, the Crown would not undertake any active management of the land as they would not take on any ongoing liabilities.

She reported that residents had received a letter advising them that a potential new company (L4GH Investment Ltd) were interested in acquiring the land.

Members were advised that an update would be provided to Members when there was more information.

The Committee **REQUESTED** that the open space be added to the community asset register as a matter of urgency.

Post meeting note: TC has been in contact with the solicitors acting on behalf of the potential purchaser and has been advised that the potential purchaser had withdrawn their interest.

The meeting returned to the published agenda order.

33. **PROPERTY MAINTENANCE MANAGER'S REPORT**

The Chair introduced the new format Property Maintenance Manager's report that had been circulated with the agenda and asked Members of the Sub-Committee for questions and comments.

Completed projects

Members noted the reports and thanked the Officers for their efforts.

Projects in progress

Members noted the report and commented as follows:

- **Old Courtroom replacement roof lantern** - Members expressed concerns about the cost of the works to date and level of reporting required for a seemingly simple replacement of an existing modern feature. The CSSM explained that the work was evidencing building history to support the reinstatement of the roof ridge as part of the work.

The Sub-Committee **RESOLVED** that the Listed Building Consent application be submitted to Chichester District Council so that the project could proceed.

- **St Pauls allotments – replacement fencing** – SL noted the delay and suggested that the project should have been marked as “Risk of delay”.

New projects

Members noted the list of new projects and, after some discussion, the following decisions were made:

- **Council House – replacement phone system** – the CSSM gave Members some additional information about the proposal, the reasons for it and the benefits that would be seen from the upgrade.

RESOLVED to place an order with Enreach for a Voice over Internet Protocol (VOIP) phone system to be installed at the Council House, as outlined in the Property Maintenance Manager's report, with a phase one rollout to the building and Officers only. This to be funded from the existing telephone budgets at a cost of £230.87+VAT per month on an initial 5 year contract.

AGREED that, subject to review, a future decision on rolling out the system to Councillors be considered.

- **Council House – green room ceiling** – **RESOLVED** to proceed with the works as a matter of urgency due to safety concerns. The project to be completed in house.
- **Public orchards at Brewery Field and St Pauls allotments** – **RESOLVED** to proceed with the grant applications. Planting to be undertaken if the grant applications succeed.

- **Council House – public water fountain – REQUESTED** that Officers investigate further, seek advice from the District Council’s Historic Buildings Officer and obtain quotes for the work. Outcomes to be reported to a future meeting of the Sub-Committee.
- **Council House – Shop Mobility scheme – REQUESTED** further information on the usage and costs of the previous version of the service and that a detailed proposal be prepared.

34. INFORMATION TO NOTE

The Sub-Committee noted the following items that had been included in the Property Maintenance Manager’s report.

- Allotments
- Room bookings/occupancy rates

Members asked for some clarity on the room statistics and the opening hours that were being used to calculate occupancy.

35. MURRAY-NELSON STATUE AND PLINTH

The Sub-Committee noted that the temporary Planning licence for the current location of the Murray-Nelson would expire on 29 May 2025.

The Sub-Committee **REQUESTED** that more information be sought from the sculptor on the costs for casting the statue in bronze and the likely remaining lifespan of the resin statue.

The Sub-Committee **RECOMMENDED** to the Community Affairs Committee meeting on 2 December 2024 that a planning permission application be submitted for an extension to the licence for the Murray Statue and plinth for a further five years.

36. ITEMS FOR INCLUSION ON THE NEXT AGENDA

- Arundel Park Estate

37. DATE OF NEXT ORDINARY MEETING

DATE OF NEXT MEETING: 28 January 2025 at 2pm

The meeting closed at 12.35pm

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Agreed action	Assigned for action to
33 (Public water fountain)	Seek advice from the District Council’s Historic Buildings Officer and obtain quotes for the work. Outcomes to be reported to a future meeting of the Sub-Committee.	Property Maintenance Manager
33 (Shop Mobility Scheme)	Obtain further information on the usage and costs of the previous version of the service and that a detailed proposal be prepared.	Property Maintenance Manager
34	Clarify opening hours and inclusions/exclusions used for calculating room occupancy rates in the Hallmark statistics report.	Property Maintenance Manager
35	Contact sculptor of the Murray-Nelson statue for advice on costs of casting the statue in to bronze and likely remaining lifespan of the resin statue.	Town Clerk