



Chichester City Council

PROPERTY SUB-COMMITTEE

Minutes

Date 28 January 2025

Time 2.00pm to 2.55pm

Location The Old Courtroom, The Council House, North Street, Chichester. PO19 1LQ

PRESENT: Councillors Butler (AB), Loxton (SL), Miall (RMi) and Quail (SQ)

ALSO IN ATTENDANCE: Councillors Chant (RC) and Squire (KS), Town Clerk (TC), Deputy Town Clerk (DTC), Council Services and Support Manager (CSSM), Property Maintenance Manager (PMM)

38. APOLOGIES FOR ABSENCE

Members noted apologies from Councillors Apel and Scicluna

39. ELECTION OF CHAIRMAN FOR THE MEETING

Following receipt of apologies from the Chair of the Sub-Subcommittee, Councillor Scicluna, it was proposed, seconded and AGREED that Councillor Miall would chair the meeting on this occasion.

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

No declarations were made.

41. MINUTES OF THE PROPERTY SUB-COMMITTEE MEETING HELD ON 26 NOVEMBER 2024

RESOLVED that the minutes of the Property Sub-Committee meeting held on 26 November 2024 be approved and signed as a correct record.

42. PROPERTY MAINTENANCE MANAGER'S REPORT

The PMM summarised his report that had been circulated with the agenda.

He highlighted some of the completed projects listed, in particular the energy efficiency measures and the improvement to the Energy Performance Rating, from B to A, that had been awarded to the Council House.

RMi informed the Sub-Committee that the Net Zero Working Group had agreed to issue a press release promoting the work that had been undertaken on energy efficiency measures and Net Zero targets. Members agreed that this was something that needed to be promoted.

Members noted the proposed new projects in the PMM's report and made the following resolutions:

- **Air-conditioning and heating to the rear offices and Town Clerk's office**

Members discussed the issues with heating and damp in the rear office spaces and agreed that an upgrade to the heating and ventilation systems would be beneficial and also allow for the installation of more energy efficient devices in line with the City Council's Net Zero declaration.

RESOLVED to replace the aging and inefficient air-conditioning units in the back office and install a new air-conditioning unit for the Town Clerk's office and that an order be placed with Saunders at a total cost of £12,343.00, to be funded from the City Council's Energy Efficiency CIL allocation.

- **Exterior lighting upgrades for the Market House and Market Cross**

The PMM explained the current situation and outlined the problems being experienced with failing lighting units and expensive single use gels that were used to produce the various lighting effects.

RESOLVED that an order be placed with Aspect Electrical in the sum of £4,015.00 for the installation of upgraded SMART exterior lighting at the Council House and Market Cross, to be funded from the Council House Reserve.

Officers were asked to keep Councillors updated with requests to illuminate the City Council's buildings with further information about what the colours/events being marked were.

43. **INFORMATION TO NOTE**

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

- **Allotments**

Members noted the information provided in the PMM's report. The proposed new traffic light system for simplifying the allotment statuses and plot contract management process was also noted.

Councillors **REQUESTED** that the appropriate ward Members be advised in the event of serious allotment tenant disputes.

- **Room bookings/occupancy rates**

The Sub-Committee noted the statistics included in the PMM's report and were advised that figures given now better reflected the actual opening times of the building.

Members **REQUESTED** that a press release be sent out publicising the kitchen upgrades once the works had been completed.

44. **ARUNDEL PARK ESTATE**

TC advised that further information was being awaited from Burgess Salmon, the Crown Estate Solicitors, but had been advised that it could be several months before a response would be sent.

45. ITEMS FOR INCLUSION ON THE NEXT AGENDA

- Tour of upgraded kitchen facilities

46. DATE OF NEXT ORDINARY MEETING

DATE OF NEXT MEETING: 25 March 2025 at 11am

The meeting closed at 2.55pm

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Agreed action	Assigned for action to
42 – Exterior lighting upgrades	Advise Members of requests to illuminate the City Council’s buildings, explaining the colours and the events being marked.	Town Clerk/Property Maintenance Manager
43 – Allotments	Advise appropriate ward Members in the event of serious allotment tenant disputes arising.	Property Maintenance Manager
43 – Room bookings	Issue a press release publicising the upgraded kitchens once the works have been completed	Property Maintenance Manager/Communications, Civic and Council Support Officer