



Chichester City Council

PROPERTY SUB-COMMITTEE

Minutes

Date Tuesday 25 March 2025

Time 11.00am to 2.55pm

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

PRESENT: Councillors Butler (AB), Loxton (SL), Scicluna (AS) and Quail (SQ)

ALSO IN ATTENDANCE: Town Clerk (TC), Deputy Town Clerk (DTC), Property Maintenance Manager (PMM)

47. APOLOGIES FOR ABSENCE

Members noted apologies from Councillors Miall (RMi) and Apel (CA)

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

No declarations were made.

49. MINUTES OF THE PROPERTY SUB-COMMITTEE MEETING HELD ON 28 JANUARY 2025

The sub-committee approved and signed as a correct record the minutes of the Property Sub-Committee meeting held on 28 JANUARY 2025.

50. UPDATES ON ACTIONS ARISING FROM THE LAST MEETING

The sub-committee noted the updates as follows:

a. Minute 42 refers – Exterior lighting upgrades

Advise Members of requests to illuminate the City Council's buildings, explaining the colours and the events being marked.

Noted that future requests to illuminate the City Council's buildings would be circulated to Members in advance and would include an explanation of the colours and events being marked.

b. Minute 43 refers – Allotments

Advise appropriate ward Members in the event of serious allotment tenant disputes arising.

Noted that appropriate ward Members would be advised in the event of serious allotment tenant disputes arising in the future.

c. Minute 43 refers – Room bookings

Issue a press release publicising the upgraded kitchens once the works have been completed.

Noted that this was in progress.

51. PROPERTY MAINTENANCE MANAGER'S REPORT

The Sub-Committee **REQUESTED** that the colours on the Property Managers report be made lighter, so the report was easier to read

The Sub-Committee **REQUESTED** that a press release about the new community orchards be sent out.

The Sub-Committee noted the items on the Property Managers report.

The Sub-Committee **APPROVED** the replacement of the flooring on the back stair, main corridor and Lion Street corridor at a cost of £7883.07, to be funded from the Council House Reserve.

The Sub-Committee **REQUESTED** that the Finance Committee consider increasing the allotment reserve at year-end as it has been severely depleted this year.

The Sub Committee **REQUESTED** that an assessment of the allotment running costs and charges be undertaken to inform planning for fee increases for 2026/27.

The Sub-Committee considered the request for an approved supplier list to cover the routine work – e.g. tree surgery, heating, electrical works, fencing, etc. The Clerk and RFO agreed to seek advice from internal auditor and CDC finance manager on appropriate processes to establish a framework.

52. INFORMATION TO NOTE

The sub-committee noted the information summarised in the Property Maintenance Manager's report.

The sub-committee noted the issues at the St James compound offices, which have been suffering from condensation issues. The electrics have been condemned, and the allotments officer is currently based at the Council House.

53. TOUR OF UPGRADED KITCHEN FACILITIES

Members of the subcommittee were taken on a tour of the updated kitchen facilities.

54. ITEMS FOR INCLUSION ON THE NEXT AGENDA

- Review of allotment charges; comparison with other councils.
- Approved contractor list

55. DATE OF NEXT ORDINARY MEETING

Tuesday 27th May 2025 at 11am

The meeting closed at 2.55pm

ACTIONS ARISING FROM THIS MEETING

Minute ref.	Agreed action	Assigned for action to
50	Press release publicising the upgraded kitchens once the works have been completed.	PMM/CCCSO
51	Press release about the new community orchards be sent out.	PMM/CCCSO
51	Commence replacement of the flooring on the back stair, main corridor and Lion Street corridor	PMM
51	Assessment of the allotment running costs and charges be undertaken to inform planning for fee increases for 2026	PMM
51	Seek advice from internal auditor and CDC finance manager on appropriate processes to establish a framework.	TC/DTC
54	Include items in the next Property Sub-Committee Agenda	CSSM/CCCSO