



Chichester City Council

## PROPERTY SUB-COMMITTEE

### Agenda

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE PROPERTY SUB-COMMITTEE TO BE HELD IN THE COUNCIL CHAMBER AT 11.00AM ON TUESDAY 26 AUGUST 2025**

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20 August 2025

1. **ELECTION OF CHAIR OF THE SUB-COMMITTEE FOR 2025/2026**

2. **APOLOGIES FOR ABSENCE**

To note apologies for absence from members of the Sub-Committee.

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

4. **SUB-COMMITTEE MEETING TIMES FOR 2025/2026**

To agree the Sub-Committee meeting times for the rest of the 2025/2026 Council year.

5. **MINUTES OF THE PROPERTY SUB-COMMITTEE MEETING HELD ON 27 MAY 2025**

To approve and sign as a correct record the minutes of the Property Sub-Committee meeting held on 27 May 2025.

6. **UPDATES ON ACTIONS ARISING FROM THE LAST MEETING**

a. **Minute 4a refers – Press release regarding upgraded kitchens to be released by Friday 6 June 2025.**

To note that the press release was published on 9 June 2025.

<https://www.sussexexpress.co.uk/news/politics/council/chichester-city-council-enhances-venue-facilities-with-commercial-grade-kitchen-upgrades-5166557>

b. **Minute 4b refers – Press release regarding community orchards to be released by Friday 13 June 2025.**

To note that the press release was published on 13 June 2025.

<https://www.sussexexpress.co.uk/community/chichester-city-council-plants-community-orchards-with-support-from-chichester-district-council-5176690>

- c. **Minute 4d refers – Report to be prepared regarding allotment running costs for review at the next meeting of the Sub-Committee.**

To be discussed under agenda item 8b.

- d. **Minute 5c refers – Options report to be prepared for the next Sub-Committee meeting regarding the historical land usage on the eastern boundary of the Roman Amphitheatre allotments site prior to installation of the new fencing.**

To note that a site visit has been undertaken and a report will be presented to the next meeting of the Sub-Committee.

- e. **Minute 5d refers – Contact to be made with the Cathedral regarding possible locations for a drinking water fountain. Also, consideration/identification of location in parks and open spaces to be discussed.**

To be actioned and report brought to the next meeting of the Sub-Committee.

- f. **Minute 5 refers - Report to be compiled on Council House projects and costs incurred and projected works and future costs.**

To be discussed under agenda item 9.

- g. **Minute 5 refers - Special Meeting of the Property Sub-Committee to be called to discuss the PMM's Council House report.**

Due to resourcing, Special Meeting has not been called. Date to be arranged if further discussion needed after agenda items 8 and 9 been discussed.

- h. **Minute 6a refers - Traffic light colours included on the allotment condition notices to be adjusted due to concerns about the current formatting being too aggressive.**

To note that this has now been implemented.

- i. **Minute 6b refers - Reformat the rooms utilisation report to include historical information and more detailed statistics about booking times and financial information**

To note that the reports have been reformatted and will be discussed as part of the Property Maintenance Manager's report (Information to note) - agenda item 8a.

## **7. PROPERTY MAINTENANCE MANAGER'S REPORT**

Property Maintenance Manager to report (*report attached*).

## **8. INFORMATION TO NOTE**

- a) Summarised in Property Maintenance Manager's report.

- Allotments
- Room bookings/occupancy rates

- b) Allotment running costs and fees (*report attached*)

- c) Flooding at the Council House (*report attached*)

**9. PROPERTY SUB-COMMITTEE BUDGET – 2026/2027**

To consider the following and make recommendations to the Finance Committee regarding budgets for the Property portfolio for 2026/2027.

- a) Property Maintenance Manager's report outlining capital assets and depreciation in relation to asset replacement reserves and Council House expenditure (*report attached*)
- b) Deputy Town Clerk's reports regarding the Property Sub-Committee budgets, income and recommendations for changes to the earmarked reserves and capital set asides (*reports attached*).

Deputy Town Clerk and Property Maintenance Manager to report.

**10. ITEMS FOR INCLUSION ON THE NEXT AGENDA**

**11. DATE OF NEXT ORDINARY MEETING**

Date of next Ordinary Meeting – Tuesday 25 November 2025

To: Members of the Property Sub-Committee  
Councillors Apel, Butler, Loxton, Miall, Quail, Scicluna

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