



Chichester City Council

MEETING OF THE PROPERTY SUB-COMMITTEE

MEMBERS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE PROPERTY SUB-COMMITTEE TO BE HELD AT 11:00 ON Tuesday 25 November 2025 IN THE COUNCIL CHAMBER

Agenda

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Town Clerk
19 November 2025

PROP2025/13 - APOLOGIES FOR ABSENCE

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

PROP2025/14 - DECLARATIONS OF INTEREST

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

PROP2025/15 - MINUTES OF THE PREVIOUS MEETING

To approve and sign as a correct record the minutes of the ordinary committee meeting held on the 26 August 2025.

[Minutes - Property Sub-Committee - 26 August 2025](#)

PROP2025/16 - UPDATE ON ACTIONS FROM PREVIOUS MEETING

PROP2025/17 - PROPERTY MAINTENANCE MANAGERS REPORT

To consider the Property Maintenance Managers report.

PROP2025/18 - INFORMATION TO NOTE

Summarised in Property Maintenance Managers report

- Allotments
- Room bookings/occupancy rates

PROP2025/19 - MARKET CROSS INSPECTION REPORT

To review the recommendations resulting from a recent surveyor's condition report for the Market Cross, further to the recent inspection.

Report to follow.

PROP2025/20 - PAPERTRAIL ASSET MANAGEMENT SOFTWARE IMPROVEMENTS

To discuss commissioning custom reports for the system and increasing the number of licences to accommodate additional users.

PROP2025/21 - ITEMS FOR NEXT AGENDA**PROP2025/22 - DATE OF NEXT MEETING**

Date of next ordinary meeting:

The filming, photographing and recording of City Council meetings is now permitted by those members of the press and public attending. This includes the use of mobile devices by those using social media. It would be appreciated if anyone who wishes to do this could let the Chairman know before the meeting commences.

However, these provisions will not apply on occasions where the press and public are excluded from the meeting when confidential matters are discussed.

It is requested that discretion is exercised and nothing done to disrupt or distract the meeting in any way. The Chairman will reserve the right to request that filming/recording ceases if it is having a detrimental effect upon the meeting. If you do not wish to be filmed then please let the Chairman know so that alternative arrangements can be made