



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 ON TUESDAY 10 FEBRUARY 2026 AT 11.00AM IN THE COUNCIL CHAMBER

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Town Clerk
04 February 2026

PROP2026/1 - APOLOGIES FOR ABSENCE

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

PROP2026/2 - DECLARATIONS OF INTEREST

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

PROP2026/3 - MINUTES OF THE PREVIOUS MEETING

To approve and sign as a correct record the minutes of the ordinary committee meeting held on the 25 November 2025.

PROP2026/4 - UPDATE ON ACTIONS FROM PREVIOUS MEETING

- Review the formatting of reports concerning occupancy – Property Maintenance Manager
- Send out a note regarding statistics to members – Property Maintenance Manager
- Send notices to residents regarding the Roman Amphitheatre fencing project and formalise rental agreements where applicable – Property Maintenance Manager
- Review the current marketing plan for room bookings and consider external resources to enhance booking rates – Property Maintenance Manager (Note: Suggest increasing room booking is focused on by communication with input from property)

PROP2026/5 - PROPERTY MAINTENANCE MANAGERS REPORT

To consider the Property Maintenance Managers report.

PROP2026/6 - INFORMATION TO NOTE

Summarised in Property Maintenance Managers report

- Allotments
- Room bookings/occupancy rates (Attached)

PROP2026/7 - COUNCIL HOUSE ROOF PROJECTS - CONSULTANCY FOR IMPLEMENTATION AND COSTINGS

Review proposal (Attached).

PROP2026/8 - ALLOTMENT FEES 2026

Yellow tabs only need review and letter, for finance to approve.

PROP2026/9 - MARKET CROSS CONDITION REPORT

Review inspection report (Attached)

Review budgetary estimate from company that performed the last restoration (Attached)

PROP2026/10 - REPLACEMENT VAN EV

The Renault Kangoo EV has failed MOT and is off the road, repairs to pass MOT circa £960.00 and would need further repairs in the future.

Propose to replace with a van on lease that is fit for purpose (Ford Transit Size), ASAP

PROP2026/11 - MURRAY-NELSON STATUE

Further to meeting of the Community Affairs Committee held on 4 December 2025, to consider the following resolution for action:

"The committee recommended to the Property Sub-Committee that an application for permanent planning permission be submitted to Chichester District Council." (minute CA2025/32 refers).

PROP2026/12 - JOURNEY THROUGH WORDS PROJECT

To consider supporting the 'Journey Through Words' project by permitting installation of poetry panels on the City Council bus shelters.

Community Officer's Report attached.

PROP2026/13 - ITEMS FOR NEXT AGENDA**PROP2026/14 - DATE OF NEXT MEETING**

Date of next ordinary meeting: Tuesday 26 May 2026 - 11.00am

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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