



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**

.....  
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*