



Chichester City Council

MEETING OF THE PROPERTY SUB-COMMITTEE

Minutes

Date 10 February 2026

Time 11:00 AM – 12:22 PM

Location Chichester City Council Chamber

PRESENT: Councillors Quail, Butler, Miall, Apel, Loxton, Scicluna

IN ATTENDANCE: Councillor McHale

ALSO IN ATTENDANCE: Town Clerk, Deputy Town Clerk, Council Services and Support Manager, Property Maintenance Manager

PROP2026/1 APOLOGIES FOR ABSENCE

None had been received

PROP2026/2 DECLARATIONS OF INTEREST

There were none

PROP2026/3 MINUTES OF THE PREVIOUS MEETING

The sub-committee **APPROVED** and signed as a correct record the minutes of the meeting held on the 25 November 2025.

PROP2026/4 UPDATE ON ACTIONS FROM PREVIOUS MEETING

The Sub-Committee noted the following updates:

- *Review the formatting of reports concerning occupancy* – Property Maintenance Manager advised this had been amended to show invoiced values of hire.
- *Send out a note regarding statistics to members* – Property Maintenance Manager advised this had been completed.
- *Send notices to residents regarding the Roman Amphitheatre fencing project and formalise rental agreements where applicable* – Property Maintenance Manager still to complete. Site visit for members to be arranged. Sub-committee requested that letters be sent ahead of the site visit.
- *Review the current marketing plan for room bookings and consider external resources to enhance booking rates* – Property Maintenance Manager (Note: Suggest increasing room bookings is focused on by Communications Working Group with input from Property)

PROP2026/5 PROPERTY MAINTENANCE MANAGERS REPORT

The Sub-Committee considered the Property Maintenance Manager's report and noted the progress on ongoing projects and discussed the following new items:

- 1) We are seeking quotes for new fire alarm maintenance contractors
- 2) St Martins Garden – we are assessing options for making improvements
- 3) The Crush Bar has had more water leakage, which we think has now been patched by re-sealing the gulley
- 4) There is an issue with debris falling down the Mayors Parlour chimney at the moment
- 5) New microphones have been ordered for the Assembly Room as well as other minor upgrades to try to resolve recent comments from hirers.
- 6) Emergency Lighting – regulations have recently changed and we are no longer able to perform the three-hour test. This must now be carried out by an external contractor – it could be bundled into the new fire alarm contract.
- 7) Homeless people in the portico have become a significant problem, with an increasing number of difficult members of the community camping in the area and leaving their belongings. It is causing distress to hirers and impacting on users of the Council House. We are working with Stonepillow, Chichester District Council (CDC), the BID ambassadors and the police to try and address the problem, with some success. The problem is particularly acute now due to the current wet weather and local flooding.

PROP2026/6 INFORMATION TO NOTE

The Sub-Committee **NOTED** the reports detailing

- Allotments
- Room bookings/occupancy rates.

The Sub-Committee requested that the room booking reports be updated to include summary details of usage, actual income vs budgeted, and free, concessionary and full price hire costs. The Sub-Committee queried if it would be possible to provide figures on number of users per year.

The Sub-Committee requested that alternative management systems be investigated to see if this could improve the quality of information provided.

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

The Sub-Committee reviewed the consultant proposal to conduct a review of the proposed roof works at the Council House and **RESOLVED** to proceed with the proposal at a cost of up to £7,500. The Sub-Committee noted that some members advised they had difficulty in reading redacted documents.

PROP2026/8 ALLOTMENT FEES 2026

The Sub-Committee reviewed and **NOTED** the proposed changes and **APPROVED** the letter advising tenants of the new fees for distribution.

PROP2026/9 MARKET CROSS CONDITION REPORT

The Sub-Committee **REVIEWED** the inspection report and the initial budgetary estimate from the company that performed the last restoration and **AGREED** that the Property Maintenance Manager should obtain additional quotes for the work in support of potential grant applications for funding towards the works.

PROP2026/10 REPLACEMENT VAN EV

The Sub-Committee were advised that the Renault Kangoo EV has failed its MOT and is off the road. An initial quote for repairs to pass the MOT was a minimum £960.00 and it will need further repairs in the future due to several advisory notices that have been placed on it.

The Property Maintenance Manager reported that he would be investigating alternative fixes with a view to getting the vehicle through the MOT.

The Sub-Committee considered the proposal to replace it with a suitable electric van on a contract hire lease that was fit for purpose (Ford Transit Size) and **RESOLVED** that we proceed with the quotation for the Kia Van via supplier A at an indicative cost of £193 per month for two years with a deposit of £2,316.

Post meeting note: 11/02/26 - Further to the decision by the Sub-Committee, the Property Maintenance Manager undertook a test drive and has now placed an order for a higher specification version of the same van with Hendy Kia of Portsmouth at a cost of £233+VAT per month for 24 months but with a deposit of £1,398+VAT. Initial costs to be met from the Vehicle Asset Replacement Reserve.

Post meeting note: 19/02/26 – Due to unexpected challenges with van leasing companies, the Property Maintenance Manager is investigating options and will bring a further report to the next meeting of the Sub-Committee.

PROP2026/11 MURRAY-NELSON STATUE

Further to meeting of the Community Affairs Committee held on 4 December 2025, the Sub-Committee considered 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).

RESOLVED to apply for permanent planning permission for the statue.

PROP2026/12 JOURNEY THROUGH WORDS PROJECT

The Sub-Committee considered the 'Journey Through Words' project which included permitting the installation of poetry panels on the City Council bus shelters.

The Sub-Committee **NOTED** that the Planning & Conservation Committee had already resolved to support this public realm project and **AGREED** to the installation of the boards on the City Council bus shelters.

PROP2026/13 ITEMS FOR NEXT AGENDA

Proposal for a permanent Smith painting exhibition in the ante room.

PROP2026/14 DATE OF NEXT MEETING

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

Meeting closed at 12.22 PM