



**To:  
All members of the  
Council**

*Please reply to:*

Contact: Karen Wyeth  
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Date: 11 December 2024

## Supplementary Agenda

### **Council - Thursday, 12 December 2024**

Dear Councillor

I enclose the following items which were marked 'to follow' on the agenda for the Council meeting to be held on Thursday, 12 December 2024:

#### **15. Reports from the Committee Chairs**

**3 - 18**

To receive and agree the reports from the Chairs of the following Committees:

Audit  
Business, Infrastructure & Growth  
Corporate Policy & Resources Committee  
Licensing  
Planning

Yours sincerely

Karen Wyeth  
Committee Services

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

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To the members of the Council

Councillors:

M. Buck (Mayor)  
J.T.F. Doran  
M. Arnold  
M.M. Attewell  
C. Bateson  
S.N. Beatty  
M. Beecher  
S. Bhadye  
M. Bing Dong  
H.S. Boparai  
L.H. Brennan  
T. Burrell  
J.R. Boughtflower

J. Button  
J.P. Caplin  
R. Chandler  
D.C. Clarke  
S.M. Doran  
S.A. Dunn  
R.V. Geach  
D.L. Geraci  
A. Gale  
M. Gibson  
K.M. Grant  
S. Gyawali  
K. Howkins

N. Islam  
M.J. Lee  
A. Mathur  
S.C. Mooney  
L. E. Nichols  
K.E. Rutherford  
O. Rybinski  
D. Saliagopoulos  
J.R. Sexton  
J.A. Turner  
B. Weerasinghe  
H.R.D. Williams  
P.N. Woodward

## **Report of the Chairman on the work of the Audit Committee**

The Audit Committee held an extraordinary meeting on 4 December 2024 and considered the following business:

### **1. 2018-19 to 2022-23 Spelthorne Backstop arrangements for the outstanding annual audit and Value for Money Statements**

1.1 The Committee considered the unaudited financial statements for the years ended 31 March 2019 to 2023 together with BDO's Combined Audit Planning and completion reports.

1.2 The Committee **resolved** to approve the unaudited financial statements for the years ended 31 March 2019 to 2023 in compliance with the backlog regime.

### **2. Value Money Opinion**

2.1 The Committee received a verbal update from the BDO representative on their progress in finalising their Value for Money Conclusion, Auditor's Annual Report and Audit Certificates.

2.2 The Committee **resolved** to note the update

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**Decisions taken at the meeting held on Thursday, 5 December 2024.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

Council Chamber, Knowle Green, Staines-upon-Thames TW18 1XB

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**PRESENT:** Councillor Howard Williams (Chair), Councillor John Boughtflower (Vice-Chair), Councillor Chris Bateson, Councillor Sean Beatty, Councillor Malcolm Beecher, Councillor Michele Gibson, Councillor Suraj Gyawali, Councillor Naz Islam, Councillor Anant Mathur and Councillor Sinead Mooney

**1. APOLOGIES AND SUBSTITUTES**

Apologies were received from Councillor Burrell and Councillor Clarke. Councillor Geach attended as substitute for Councillor Burrell while Councillor Saliagopoulos was substitute for Councillor Clarke.

**2. MINUTES**

The minutes of the meeting held on 12 September 2024 and the Extraordinary meeting held on 16 September 2024 were confirmed as a correct record.

**5. FORWARD PLAN**

The Chair proposed adding the following items as standing agenda items:

HSR/SLR Working Group Updates

Waterfront Development Update

The Committee **resolved** to note the Forward Plan with the addition of the above items.

**6. BUSINESS, INFRASTRUCTURE & GROWTH BUDGET, FEES AND CHARGES, AND REVENUE GROWTH BIDS FOR 2025/26**

Committee **resolved** to:

1. Approve the Budget, Fees and Charges, and Growth Bid proposals for Business, Infrastructure & Growth Committee
2. Recommend to Corporate Policy & Resources Committee that they approve the proposed Budget, Fees and Charges, and Growth Bid proposals for Business, Infrastructure and Growth Committee.

**7. COUNCIL LAND AND PROPERTY DISPOSALS**

Committee **resolved** to *not* recommend to Council to approve the disposal of Ashford Victory Place in Ashford to the preferred bidders as set out in the appendices attached to the report

Committee **resolved** to note the current marketing approach and offers received in relation to

Thameside House, Staines which will form the basis of a further report to be brought to the Business, Infrastructure & Growth Committee in the early part of calendar year 2025.

## 8. HSR/SLR WORKING GROUP TERMS OF REFERENCE

The Committee **resolved** to agree the Terms of Reference for the HSR/SLR Working Group.

### NOTES:-

- (1) *Members are reminded that the “call-in” procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
  - (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
  - (b) *Decisions to award a contract following a lawful procurement process;*
  - (c) *Those decisions:*
    - i. *reserved to full Council*
    - ii. *on regulatory matters*
    - iii. *on member conduct issues.*
- (1) *Those matters to which Note (1) applies, if any, are identified with an asterisk [\*] in the above Minutes.*
- (2) *Within three working days of the date on which this decision is published, not less than three members from two or more political groups by submission of the standard call-in pro-forma, may ask for that decision to be referred to a meeting of the Corporate Policy and Resources Committee for review (call-in). The completed pro-forma must be received by the Proper Officer by 5pm three working days after publication of the decision.*
- (3) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (4) *When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
  - a. *Evidence which suggests that the decision maker, did not take the decision in accordance with the principles set out in Article 11 (Decision Making); or*
  - b. *Evidence that the decision fails to support one or more of the Council’s Corporate Plan priorities to the detriment of the majority of the Borough’s residents; or*
  - c. *Evidence that explicit Council Policy or legal requirements were disregarded.*
- (6) *Once the request for ‘call-in’ has been deemed valid by the Monitoring Officer the matter will be suspended until the call-in procedure has been exhausted.*
- (7) *The Chief Executive, in consultation with the relevant officer, will determine if the interests of the Council or Borough would be prejudiced by a delay in implementing a decision such that the call-in cannot wait until the next ordinary meeting of the Corporate Policy and Resources Committee.*

- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources Committee to review the decision subject to call-in at the earliest possible opportunity.*
- (9) *In exceptional cases, where there is clear evidence that a delay to the implementation of a decision would lead to a specific and significant financial or reputational harm to the Council, a call-in request may be refused by the Chief Executive following consultation with the Chair and Vice-Chair of Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (11) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on Tuesday 10 December 2024.*

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**Decisions taken at the meeting held on Monday, 9 December 2024.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

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**PRESENT:** Councillor Joanne Sexton (Chair), Councillor Chris Bateson (Vice-Chair), Councillor Malcolm Beecher, Councillor John Boughtflower, Councillor Jon Button, Councillor Sue Doran, Councillor Rebecca Geach, Councillor Michele Gibson, Councillor Kathy Grant, Councillor Karen Howkins, Councillor Naz Islam, Councillor Sinead Mooney, Councillor Lawrence Nichols and Councillor Howard Williams

**5. KNOWLE GREEN ESTATES LTD, ANNUAL REPORT 2023/24**

Committee **resolved** to:

1. Note the Annual Report of Knowle Green Estates Ltd; and
2. Set up a Task & Finish Group to consider the future Council representation on the Board following the Chief Finance Officer of the council stepping down and to consider how the Council wishes to move Knowle Green Estates forward.

**6. Q2 REVENUE MONITORING REPORT AS AT 30 SEPTEMBER 2024**

The Committee **resolved** to note the report.

**7. QUARTER 2 (30 SEPTEMBER 2024) CAPITAL MONITORING REPORT**

The Committee **resolved** to note the report.

**8. ECLIPSE LEISURE CENTRE FINANCING**

The Committee **resolved** to note the revenue impacts of the Eclipse Leisure Centre for the outline budget period.

**9. CORPORATE POLICY AND RESOURCES - BUDGET, FEES AND CHARGES, CAPITAL BIDS, REVENUE GROWTH AND SAVINGS FOR 2025/26**

The Committee **resolved** to note the draft initial budget, Fees & Charges Schedule, Capital Items, Revenue Growth and Savings items for 2025-26 for Corporate Policy & Resources Committee.

**10. DETERMINATION OF 2025/26 COUNCIL TAX BASE FOR TAX SETTING\***

The Committee **resolved** to approve:

1. The gross Council Tax Base for 2025/26 is determined at 41,875.90 as Band D equivalents after taking into account of the Council's agreed Council Tax Support Scheme; and
2. The net Council Tax Base for 2025/26 calculated as Band D equivalents, is determined at 40,620 after an adjustment by 3% to allow for irrecoverable amounts, appeals and property base changes.

**11. OUTLINE BUDGET REPORT 2025-26 TO 2028-29\***

The Committee **resolved** to:

1a. note the proposed Outline Budget parameters for 2025-28 to 2028-29 and the issues and challenges raised in the report,

1b. note the current projected Budget shortfalls over the outlined periods set out in the report,

1c. subject to a recommendation of the Commercial Assets Sub-Committee, agree in principle to the use of £1m per annum in 2026/27 up to £5m per annum in 2030/31 revenue income from investment assets to accelerate the building up of the investment sinking fund reserves, resulting in less income to support annual service provision,

2a. agree the Outline Corporate Transformation Programme covering the year 2025-26 to 2028-29 to ensure the ongoing financial viability of the Council; and

2b. agree to set up a Members Transformation Board, with draft Terms of Reference to be brought back to the next meeting of the Committee.

**12. RESERVES STRATEGY FOR CAPITAL & REVENUE FOR 2025-26 TO 2028-29\***

The Committee **resolved** to:

1. Note the forecast Council Reserves balances for the four years ending 31 March 2029,
2. Note a further report will come to the Committee in February once the final budget has been finalised,
3. Agree to repurpose £8.71m of earmarked Revenue Reserves to offset abortive project management costs on Council housing regeneration site, that must be re-charged from Capital to the Revenue Budget,
4. Repurpose the Green Belt fighting fund reserve (£900k) to become a Local Plan Resources Funding Reserve to be applied in 2025-26 and 2026-27 to help fund Strategic Planning; and

5. To apply a further £700k of Social Housing Initiatives Reserve in 2025-26 to offset revenue pressures arising from homelessness.

**13. REPLACEMENT OF MECHANICAL & ELECTRICAL PLANT AT SUNBURY LEISURE CENTRE\***

The Committee **resolved** to:

1. Approve a net budget of up to £739,000 to undertake improvement mechanical and electrical plant replacement works at Sunbury Leisure Centre,
2. Approve a contingency budget in the amount that equals 10% of the total project cost,
3. Delegate authority to the Group Head of Assets in consultation with the Chair and Vice Chair of the Corporate Policy & Resources Committee to agree requests for expenditure from the contingency budget,
4. Delegate authority to the Group Head of Assets in consultation with the Chair and Vice Chair of Corporate Policy & Resources Committee to appoint the preferred bidder as set out in this report to undertake the mechanical and electrical plant works; and
5. Delegate authority to the Group Head of Corporate Governance to enter into necessary legal documentation to formalise the appointment of the Contractor.

**14. COUNCIL LAND AND PROPERTY DISPOSALS**

The Committee **resolved** to recommend to Council that it approves progressions of an assets disposal programme of Council owned land and property in order to generate capital receipts.

**15. APPOINTMENT OF AN INDEPENDENT MEMBER OF THE COMMERCIAL ASSETS SUB-COMMITTEE**

The Committee **resolved** to recommend to Council that it approves the appointment of Mark Bunney as the Independent Member of the Commercial Assets Sub-Committee.

**16. SAFEGUARDING CHILDREN AND ADULTS AT RISK POLICY 2024-2028\***

The Committee **resolved** to:

1. Approve the Safeguarding Children and Adults at Risk Policy 2024-28; and
2. Approve to delegate authority to the Strategic Safeguarding Lead in consultation with the chair of the Community Wellbeing & Housing Committee to approve minor amendments and updates to the Policy

**17. APPOINTMENT OF CHARITY TRUSTEES - STAINES PAROCHIAL CHARITY\***

The Committee **resolved** to approve the appointment of June Stillwell as a Charity Trustee

**18. APPOINTMENT OF CHARITY TRUSTEES - LALEHAM CHARITIES - HODGSON & REEVE\***

The Committee **resolved** to approve the appointments of Barry Morgan and Jo Smith as a Charity Trustees.

**22. SOLAR CANOPIES OVER 'ECLIPSE' LEISURE CENTRE CAR PARK\***

The Committee **resolved** to:

1. Approve the recommended tender option,
2. Approve the Council entering into a contract (subject to the required standstill period) with the recommended bidder,
3. Authorise the Group Head of Corporate Governance to be delegated to enter into the contract and any other associated documentation in connection with the solar car park project; and
4. Agree a supplementary capital estimate for the current year.

**NOTES:-**

- (1) *Members are reminded that the “call-in” procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
  - (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
  - (b) *Decisions to award a contract following a lawful procurement process;*
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    - i. *reserved to full Council*
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- (2) *Those matters to which Note (1) applies, if any, are identified with an asterisk [\*] in the above Minutes.*
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  - b. *Evidence that the decision fails to support one or more of the Council’s Corporate Plan priorities to the detriment of the majority of the Borough’s residents; or*
  - c. *Evidence that explicit Council Policy or legal requirements were disregarded.*

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- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (11) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on Monday 16 December 2024.*

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## **Report on the Work of the Licensing Committee**

This report gives an overview of the key items considered by members of the Licensing Committee at their meetings on

### **Licensing Committee – 29 October 2024**

#### **Pavement Policy 2025-2028**

The Committee considered the Pavement Policy 2025-2028 with comments from relevant stakeholders and the public after a consultation period.

The Committee **resolved** to adopt the policy with the amended wording for clear walkways and the proposed fees.

### **Licensing Committee – 4 December 2024**

#### **Hackney Carriage and Private Hire Licensing Policy 2024-2029**

The Committee considered the Hackney Carriage and Private Hire Licensing Policy 2024-2029.

The Committee **resolved** to:

1. approve the Hackney Carriage and Private Hire Policy 2024-2029 following consultation
2. recommend to Council for the scheme of delegations to include the Chair of Licensing with the Senior Environmental Health Manager to make minor amendments to the policy.

#### **Setting of Fees & Charges for the licensing of Hackney Carriages, Private Hire, and Private Hire Operators 2025-2026**

The Committee considered the setting of fees and charges for the licensing of hackney carriages, private hire, and private hire operators 2025-2026.

The Committee **resolved** to confirm agreement with the proposed taxi and private hire fees noting the consultation responses and undertake to bring forward reviews of the policies expressly referred within a reasonable timeframe pursuant to meaningful consultation.

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## Report of the Chair on the Work of the Planning Committee

This report gives an overview of the key items considered by the Committee at its meetings on 13 November 2024 and 10 December 2024.

### 1. Planning Committee Meeting – 13 November 2024

1.1 The Committee considered one report.

1.2 Application No. 24/00939/ADV Shepperton Studios, Studios Road, Shepperton, TW17 0QD for the Advertisement consent for 12 no. fascia, flexface internally illuminated signs across stages 5, 6, 7, 8, 11, 12, 14, 15 and the multi-story car park.

1.3 The application was **approved**.

### 2. Planning Committee Meeting- 10 December 2024

2.1 The Committee considered seven reports.

2.2 Application No. 24/01112/FUL Land North-East of Eco Park, Charlton Lane, Shepperton, TW17 8QA.

2.3 In consultation with the Chair of the Planning Committee, consideration of this item has been **deferred**.

2.4 Application No. 24/00790/FUL Hitchcock and King, Station Yard, Stanwell Road, Ashford, TW15 3DT, Erection of a self-storage building (Use Class B8) with associated access, landscaping, parking and circulation space.

2.5 The application was **approved**.

2.6 Application No. 24/01089/FUL 5-7 & 9 Station Approach & 21 Woodthorpe Road, Ashford, TW15 2QN, Demolition of existing office buildings, and construction of 35 new residential units together with Class E unit (Commercial, Business and Service), associated amenity and parking.

2.7 The application was **approved**.

2.8 Application No. 24/01052/FUL & 24/01053/LBC Old Station, Moor Lane, Staines-upon-Thames, TW18 4BB.

24/01052/FUL External Alterations including new openings at lower ground level, access ramps and railings to create an external play area.

24/01053/LBC Internal and External Alterations including new openings at lower ground level, access ramps and railings to create an external play area.

- 2.9 The application was **approved**.
- 2.10 Application No. 24/01133/PAP Sunbury Leisure Centre, Nursery Road, Sunbury-on-Thames, TW16 6LG, Prior Approval Notification for the installation of further 89 KWp (kilowatt 'peak') solar photo voltaic (PVs) panels to the roof.
- 2.11 The application was **approved**.
- 2.12 Application No. TPO297/2024 Ribera Las Palmas Estate Road, Shepperton, TW17 9HU, To seek confirmation of Tree Preservation Order 297/2024 that was served with immediate effect to protect 3 x Sycamore, 1 x Norway Spruce and 1 x Adler trees.
- 2.13 The Tree Preservation Order 297/2024 was **confirmed** without modification.
- 2.14 Motion referred from Council.
- 2.15 The motion was **withdrawn**.
- 2.16 Houses in Multiple Occupation (HMOs) - To consider a report on the Article 4 Direction made on 21 August 2024 in respect of Staines, Ashford North and Stanwell South, and Stanwell North wards.
- 2.17 Consideration of this item was **adjourned** and would be resumed at the Planning Committee on 08 January 2024.