



**To:**  
**All members of the**  
**Business, Infrastructure and Growth**  
**Committee**

*Please reply to:*

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Date: 26 January 2026

### Supplementary Agenda

#### **Business, Infrastructure and Growth Committee - Tuesday, 3 February 2026**

Dear Councillor

I enclose the following items which were marked 'to follow' on the agenda for the Business, Infrastructure and Growth Committee meeting to be held on Tuesday, 3 February 2026:

- |               |   |                    |
|---------------|---|--------------------|
| <b>3.</b>     | <b>Business, Infrastructure &amp; Growth Committee - Budget, Fees and Charges and Capital Programme for 26/27</b>             | <b>3 - 26</b>      |
|               | Committee is asked to review the draft Capital Programme Budget for 2026/27 for the Corporate Policy and Resources Committee. |                    |
| <br><b>5.</b> | <br><b>Spelthorne Jobs and Skills Hub - Future Options</b>  | <br><b>27 - 40</b> |
|               | Committee is asked to approve the recommendations as outlined in the exempt report.   |                    |

Yours sincerely

Christeen Abee  
Corporate Governance

To the members of the Business, Infrastructure and Growth Committee

Councillors:

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

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

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H.R.D. Williams (Chair)  
S.C. Mooney (Vice-Chair)  
C. Bateson  
S.N. Beatty

J.R. Boughtflower  
M. Buck  
D.C. Clarke  
R.V. Geach

M. Gibson  
S. Gyawali  
K. Howkins  
J.R. Sexton

Substitute Members:

Councillors: T. Burrell, J.P. Caplin, L. E. Nichols and  
P.N. Woodward



### Committee Report Checklist

Please submit the completed checklists with your report. If final draft report does not include all the information/sign offs required, your item will be delayed until the next meeting cycle.

#### Stage 1

##### Report checklist – responsibility of report owner

ITEM	Yes / No	Date
Councillor engagement / input from Chair prior to briefing		
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)		
Relevant Group Head review		
MAT+ review (to have been circulated <b>at least 5 working days before Stage 2</b> )		
This item is on the Forward Plan for the relevant committee		
	<b>Reviewed by</b>	
Risk comments		
Legal comments	<b>LH</b>	<b>21/01/26</b>
HR comments (if applicable)		

For reports with material financial or legal implications the author should engage with the respective teams at the outset and receive input to their reports prior to asking for MO or s151 comments.

Do not forward to stage 2 unless all the above have been completed.

#### Stage 2

##### Report checklist – responsibility of report owner

ITEM	Completed by	Date
Monitoring Officer commentary – at least <b>5 working days before MAT</b>	<b>L Heron</b>	<b>21/01/26</b>
S151 Officer commentary – at least <b>5 working days before MAT</b>	<b>T.Collier</b>	<b>19/1/25</b>
Confirm final report cleared by MAT		

# Business Infrastructure and Growth Committee

Date of meeting – 26 January 2026

<b>Title</b>	Business Infrastructure and Growth - Budget, and Fees and Charges for 2026/27
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	Altin Bozhani, Deputy Chief Finance Officer (Interim)
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	Report – no
<b>Corporate Priority</b>	Community Addressing Housing Need Resilience Service Delivery
<b>Recommendations</b>	1. Review the draft detailed Capital Programme budget for 2026/27 for Corporate Policy and Resources Committee.
<b>Reason for Recommendation</b>	Councils have a statutory duty to balance their budgets. It is important that we take a medium-term approach in ensuring that we can take action sufficiently early to ensure the Council's Revenue Budget remains financially sustainable.

## 1 Executive summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li>A robust revenue budget planning process helps organisations to manage their resources with economy, efficiency, and effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>To have a robust and sustainable 2026/27 budget that meets the needs of the service and provides a resilient financial position to the Council as a whole.</li> <li>Review the draft detailed Capital Programme budget for 2026/27 for Corporate Policy and Resources Committee.</li> <li>The 2026/27 Budget planning process commenced in June 2025 and must be completed and approved by Council in February 2026.</li> </ul>
This is what we want to do about it	These are the next steps

<ul style="list-style-type: none"> <li>Committee reviews and agrees revenue budget and fees &amp; charges.</li> </ul>	<ul style="list-style-type: none"> <li>Approval of the Detailed Budget and preparation of the whole budget for Committee</li> </ul>
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## 2 Key issues

- 2.1 This report seeks to present the Budget, Fees and Charges, and Capital for Business Infrastructure and Growth. The purpose is to give the Committee an early opportunity to comment and shape the budget before the 2026/27 budget is considered by the Corporate Policy and Resources Committee at its meeting on 17<sup>th</sup> February 2026 and Council on 26<sup>th</sup> February 2026.
- 2.2 The Council applied the following principles when preparing the annual budget:
- Aligned the budget with the Council's Corporate Plan and strategic priorities.
  - Undertaking financial planning a medium-term approach being mindful that the last Budget Spelthorne will set will be 2026/27, and giving consideration towards alignment with West Surrey councils
  - Give consideration to revenue and capital requirements.
  - Secure necessary savings, cost reductions, and increased income generation.
  - Maintain a sustainable financial position and avoid reliance on one-off measures.
  - Base all financial estimates on robust data and evidenced assumptions. Make use of benchmarking data and comparison, particularly with West Surrey councils
  - Approve unavoidable service pressure only in exceptional circumstances and on a case-by-case basis, ideally being managed by individual services from compensating savings.
  - Ensure all services demonstrate value for money and high productivity.
- 2.3 The Council's Medium-Term Financial Strategy (MTFS) faces significant cost pressures and adjustments. Pay costs are projected to rise by 4% in 2026/27, with an additional 0.2% retrospective adjustment for 2025/26, followed by estimated annual increases of 2.5% in years two and three of the planning period, placing sustained upward pressure on the staffing budget.
- 2.4 During the early stages of the budget-setting process, the early identification and assessment of both Revenue and Capital pressures were recognised and closely monitored. Services were reminded that the Council is legally required to set a balanced budget. All proposed revenue pressures must be fully offset by corresponding savings or spend-to-save initiatives. Where unavoidable pressures cannot be absorbed within existing budgets, clear justification and evidence of need must be provided.
- 2.5 Furthermore, services are advised that all capital growth bids must be realistic, preferably funded from sources other than borrowing, and deliverable, particularly for projects expected to extend beyond 1 April 2027, given the implications of the Surrey Local Government Reorganisation (LGR).
- 2.6 Detailed analysis are attached as Appendices A – E. The Committee has the opportunity to comment on any of the fees and charges, proposed savings and their revenue and capital budget for 2026/27.

## **Fees and Charges**

- 2.7 A general uplift in discretionary fees and charges of 5% has been applied as the default, except where managers have undertaken benchmarking and provided a rationale for a different uplift, with figures rounded as per the direction from the Corporate Policy and Resources. The fees and charges for the Business Infrastructure and Growth service area remain broadly stable over the three-year period, with total income moving only slightly from £204,400 in 2025/26 to £204,600 by 2026/27. The main change relates to Property Fees, which increase from £4,400 in 2025/26 to £4,600 in 2026/27, reflecting a return to typical activity levels and a modest inflationary adjustment.
- 2.8 Staines Market income remains steady, with income of £202,628 in 2024/25 compared with a consistent budget of £200,000 for the following two years. Market stall fees and charges are proposed to remain the same. Benchmarking with other authorities has shown Spelthorne is one of the more expensive for market stalls. To retain the market traders, it is proposed the fees are to be frozen for 2026/27, with a view of the importance of retaining these traders for Staines High Street's local economy.
- 2.9 In light of the forthcoming Local Government Reorganisation (LGR) and the creation of the new West Surrey Council, the Council is committed to reviewing and aligning its fees and charge's structure to ensure consistency and fairness across the region, and to contribute towards closing the Spelthorne Budget gap. As part of this process, the Council will work closely with neighbouring authorities to identify opportunities for harmonisation, undertaking benchmarking comparisons, ensuring that services are delivered efficiently while providing value to residents and businesses. This will include assessing current fee levels and structures, with a focus on streamlining and aligning charges where appropriate, to support the smooth transition to the new council and to enhance the overall service delivery across the new administrative boundaries.

## **Unavoidable Expenditure Pressure and Savings Bids**

- 2.10 The Business Infrastructure and Growth Committee Revenue budget shows a net decrease of £149,000, reflecting a combination of service reprioritisation, staffing changes, inflationary pressures and asset-related cost movements. Staffing-related costs across this service also increase, notably superannuation reflecting pension rate changes rather than headcount growth. Full details of budget movements and explanations are provided in Appendix E.
- 2.11 Across property and asset-related services, movements largely reflect asset rationalisation, void management and income changes. Cost pressures include £30,000 for security at Ashford Hospital (Victory Place), £23,300 at the Oast House driven by new Council Tax liabilities on a void residential unit and pest control costs, and £15,000 in business rates within General Property Expenses linked to the vacant old Staines Library site. These pressures are more than offset by increased income, particularly within General Property Expenses, where net income improves by £50,700 due to municipal rent increases and additional income from Knowle Green Nursery, and Elmsleigh Centre, which delivers an additional £11,900 in ground rent income.
- 2.12 Within Economic Development and support services, the overall position shows a net reduction driven by staffing savings and service reconfiguration, despite

targeted investment. Economic Development budgets fall by £86,000, largely due to the deletion of two posts, reductions in activity budgets, although this is partly offset by increased marketing and subscription spend to support business engagement. Conversely, growth areas include Staines BID (£47,600) for one-off BID ballot and Ashford BID project costs, and the Spelthorne Youth Hub (£49,500), reflecting higher consultant costs and the cessation of one-off grant funding. The net expenditure from the Youth Hub and Incubator will be funded from the Business Rates (National NonDomestic Rates-NNDR) retention reserve. Asset Management and Facilities Management both deliver net savings (£40,200 and £13,500 respectively), primarily from staffing restructures, despite increases in pension costs and software licensing, demonstrating continued focus on longer-term efficiency while maintaining core service delivery.

- 2.13 The Planned Maintenance budget has seen a net decrease from £1.4m to £1.3m. This reflects savings put forward to reduce the programmed and responsive maintenance budgets by £100k each. The savings have been partially offset by a movement from Sunbury Leisure Centre's maintenance budget, as this is managed by the assets team.
- 2.14 Overall, based on pension contribution advice from the Surrey Pension Fund actuaries, combined employer contribution rates for 2026/27 to 2028/29 are expected to decrease from 24.6% to 23.1%. This reduction will generate an estimated overall Council budget saving of approximately £0.5 million. Prior to 2026-27 there were two elements making up the employer pension contribution, with a current service contribution charged as a percentage to individual services and a past service contribution charged as a lump sum to unallocated expenses within the Corporate Policy and Resources Committee". From 2026-27 the Pension Fund is combining these two elements into a single percentage charge which have been reflected against individual service budgets, this has the effect of pushing up individual services superannuation budgets, although the overall pension cost to the Council is actually reducing.

## **Capital Programme**

- 2.15 The proposed Capital Programme budget for this Committee for 2026/27 is £356k. This relates to two projects. £100k for Kingston Road site demolition and £256k for lift replacements at the Elmsleigh Shopping Centre.
- 2.16 No borrowing will be required to finance these projects, with the funding being met from earmarked reserves (£100k) and (£256k) of direct revenue contributions.

## **3 Options appraisal and proposal**

- 3.1 The Committee has the opportunity to comment on any of the fees and charges, savings, or growth items.
- 3.2 In the context of the Council's medium-term financial planning and the continuing pressures on local government funding, it is anticipated that further work will be required to identify opportunities for achieving additional savings in future years.

## **4 Risk implications**

- 4.1 When considering savings proposals, we need to consider the risk of any adverse impact on service delivery capacity including
- Service disruption and reduced capacity and potential backlogs in statutory and frontline services.
  - Loss of critical knowledge and experience due to departing staff with service expertise, and local knowledge
  - Increased pressure on remaining staff due to higher workloads
  - Reduced resilience and lack of adequate staff cover
  - Inability to meet statutory and regulatory requirements due to skills gaps and insufficient capacity.
  - Higher reliance on agency/interim staff, leading to increased costs, reduced continuity, and potential inconsistency in service delivery or decision-making.
  - Delays or failure to deliver key projects and transformation programmes
  - Difficulty attracting skilled candidates within the competitive labour markets, pay constraints, or location challenges.
  - Risk that savings are not fully achieved in year, particularly in context of additional resource pressure of local government organisation.

## **5 Financial implications**

- 5.1 The draft Budget for 2026/27 proposes a net decrease of £149,000 in Business Infrastructure Committee service expenditure compared to 2025/26, taking the total budget to £2.36m. Cost pressures arising from, security requirements at vacant and redevelopment sites, inflationary uplifts and increased pension contributions are largely mitigated through staffing restructures, service rationalisation, asset income growth and identified savings across facilities, planned maintenance and support services. Where unavoidable growth has been identified, including within Economic Development initiatives, the Youth Hub and BID-related activity, this is either one-off in nature or funded from the NNDR retention reserve, ensuring the overall budget position remains balanced and affordable within the Council's medium-term financial strategy.

## **6 Legal comments**

- 6.1 The Council has a statutory duty to set a balanced budget each financial year. In preparing budget proposals, each Committee must give regard and comply with the requirements of all applicable legislation, including (but not limited to) making arrangements for proper administration of financial affairs, securing best value and Public Sector Equality Duty.
- 6.2 This report will assist the Council to fulfil its statutory obligations to produce a balanced budget.
- 6.3 The Council has a variety of powers to charge for specific statutory services, and a general power under the Local Government Act 2003 to charge for discretionary services on a cost recovery basis.



6.4 Where spending decisions are taken about the budget that will impact the services which can be delivered, an appropriate and proportionate equalities impact assessment must be carried out.

6.5 All capital projects require input and support from Legal Services.

### **Corporate implications**

## **7 S151 Officer comments.**

7.1 The S151 confirms that relevant financial considerations have been taken into account.

## **8 Monitoring Officer comments.**

8.1 The Monitoring Officer confirms that the relevant legal implications have been taken into account.

## **9 Procurement comments**

9.1 None arising directly from this report.

## **10 Equality and Diversity**

10.1 Equality, diversity, and inclusion (EDI) are central to everything that the Council does and has a legal requirement to make sure its policies, and the way it carries out its work, do not discriminate against anyone. An Equality Impact Assessment is a tool to help council services identify steps they can take to ensure equality for anyone who might be affected by a particular policy, decision, or activity

## **11 Sustainability/Climate Change Implications**

11.1 Not applicable.

## **12 Other considerations**

12.1 Changes to parking fees are implemented by way of an amendment to the current parking order, the process includes the need to carry out a public consultation exercise before reporting back to committee. In setting charges, we are required to have regard to the need to cover the costs of providing the service.

## **13 Timetable for implementation.**

13.1 February 17<sup>th</sup> Corporate Policy and Resources agrees final Detailed Revenue Budget and Capital Programme for recommendation to Council

13.2 26<sup>th</sup> February Council sets overall Budget

## **14 Contact**

14.1 Altin Bozhani, Deputy Chief Finance Officer (Interim) –  
A.Bozhani@spelthorne.gov.uk.

**15 Background papers:**

15.1 None

**16 Appendices:**

- Appendix A - Draft Detailed Budget 2026/27 - Business Infrastructure and Growth Committee
- Appendix B - Net Expenditure Budget 2026/27 by Type - Business Infrastructure and Growth
- Appendix C – Fees and Charges - Business Infrastructure and Growth Committee
- Appendix D – BIG Capital Budget 2025.26 – 2028.29
- Appendix E - BIG - Draft Net Expenditure by Service

Net Expenditure Budget 2026/27 by Type - Business Infrastructure & Growth			
22 January 2026			
	Original	Proposed	Change from
	2025/26	2026/27	2025/26
	£000s	£000s	£000s
Employees	1,079.2	1,057.9	(21.3)
Other Expenditure	(326.4)	(315.4)	11.0
Income	(394.7)	(425.6)	(30.9)
<b>Asset Mgn Administration</b>	<b>358.1</b>	<b>316.9</b>	<b>(41.2)</b>
Employees	0.0	0.0	0.0
Other Expenditure	25.9	23.5	(2.4)
Income	0.0	0.0	0.0
<b>Bus Station</b>	<b>25.9</b>	<b>23.5</b>	<b>(2.4)</b>
Employees	0.0	0.0	0.0
Other Expenditure	101.9	147.3	45.4
Income	(34.8)	(28.0)	6.8
<b>Development Properties</b>	<b>67.1</b>	<b>119.3</b>	<b>52.2</b>
Employees	232.9	152.7	(80.2)
Other Expenditure	91.0	132.8	41.8
Income	0.0	0.0	0.0
<b>Economic Development</b>	<b>323.9</b>	<b>285.5</b>	<b>(38.4)</b>
Employees	255.5	202.6	(52.9)
Other Expenditure	467.1	506.0	38.9
Income	(24.1)	(25.5)	(1.4)
<b>Facilities Management</b>	<b>698.5</b>	<b>683.1</b>	<b>(15.4)</b>
Employees	0.0	0.0	0.0
Other Expenditure	44.4	64.4	20.0
Income	(125.6)	(196.3)	(70.7)
<b>General Property Expenses</b>	<b>(81.2)</b>	<b>(131.9)</b>	<b>(50.7)</b>
Employees	0.0	0.0	0.0
Other Expenditure	195.0	48.6	(146.4)
Income	(176.5)	(26.0)	150.5
<b>Incubator</b>	<b>18.5</b>	<b>22.6</b>	<b>4.1</b>
Employees	237.2	269.3	32.1
Other Expenditure	1,179.7	1,050.0	(129.7)
Income	(3.5)	(3.5)	0.0
<b>Planned Maintenance Programme</b>	<b>1,413.4</b>	<b>1,315.8</b>	<b>(97.6)</b>
Employees	0.0	0.0	0.0
Other Expenditure	138.6	141.4	2.8
Income	(200.0)	(200.0)	0.0
<b>Staines Market</b>	<b>(61.4)</b>	<b>(58.6)</b>	<b>2.8</b>
Employees	0.0	0.0	0.0
Other Expenditure	0.0	0.0	0.0
Income	(373.3)	(385.2)	(11.9)
<b>Staines Town Centre Management</b>	<b>(373.3)</b>	<b>(385.2)</b>	<b>(11.9)</b>

Net Expenditure Budget 2026/27 by Type - Business Infrastructure & Growth			
22 January 2026			
	Original	Proposed	Change from
	2025/26	2026/27	2025/26
	£000s	£000s	£000s
Employees	131.3	127.5	(3.8)
Other Expenditure	85.1	97.9	12.8
Income	(96.0)	(55.5)	40.5
<b>Youth Hub</b>	<b>120.4</b>	<b>169.9</b>	<b>49.5</b>
Employees	1,936.1	1,810.0	(126.1)
Other Expenditure	2,002.3	1,896.5	(105.8)
Income	(1,428.5)	(1,345.6)	82.9
<b>Business Infrastructure &amp; Growth Committee</b>	<b>2,509.9</b>	<b>2,360.9</b>	<b>(149.0)</b>

Draft Detailed Budget 2026/27 - Business Infrastructure Committee					Appendix B
22 January 2026					

Draft Detailed Budget 2026/27 - Business Infrastructure Committee			Appendix B		
<b>22 January 2026</b>					
		(61,400)	(58,600)	2,800	
<b>21125</b>	<b>Hanover House</b>	<b>25/26 £</b>	<b>26/27 £</b>		<b>Commentary</b>
211252301	Electricity	7,600	7,600	0	
211252404	Business Rates	75,000	75,000	0	
211252405	Water Charges	1,000	1,000	0	
211252408	Premises Insurance	1,500	1,500	0	
211254417	Security services	5,000	2,400	(2,600)	
211254979	Other Miscellaneous Expenses	0	1,500	1,500	Additional maintenance budget required to void premises for security measures
		90,100	89,000	(1,100)	
<b>21134</b>	<b>Oast House</b>	<b>25/26 £</b>	<b>26/27 £</b>		<b>Commentary</b>
211342001	Responsive maintenance	5,000	5,000	0	
211342301	Electricity	1,500	1,500	0	
211342302	Gas	1,200	1,200	0	
211342405	Water Charges	1,000	1,000	0	
211342408	Premises Insurance	3,100	3,100	0	
211342411	Council tax (void property)	0	12,000	12,000	34 Kingston Rd residential unit - high Council Tax charges appealed in parallel with progressing options for building demolition
211344905	Marketing	0	0	0	
211344979	Other Miscellaneous Expenses	0	4,500	4,500	Budget to meet ongoing pest control costs
211347501	Rents	(34,800)	(28,000)	6,800	
		(23,000)	300	23,300	
<b>21142</b>	<b>Ashford Hospital - Victory Pla</b>	<b>25/26 £</b>	<b>26/27 £</b>		<b>Commentary</b>
211424417	Security Services	0	30,000	30,000	Security costs to secure the site
		0	30,000	30,000	
<b>21149</b>	<b>White House Residential</b>	<b>25/26 £</b>	<b>26/27 £</b>		<b>Commentary</b>
211494401	Consultants fees	0	0	0	
211494406	Legal and Court Costs	0	0	0	
211494905	Marketing	0	0	0	
		0	0	0	
<b>21150</b>	<b>Benwell P2</b>	<b>25/26 £</b>	<b>26/27 £</b>		<b>Commentary</b>
211504401	Consultants fees	0	0	0	
211504406	Legal and Court Costs	0	0	0	

Draft Detailed Budget 2026/27 - Business Infrastructure Committee				Appendix B
<b>22 January 2026</b>				
211504905	Marketing	0	0	0
		<b>0</b>	<b>0</b>	<b>0</b>
<b>21301</b>	<b>Economic Development</b>	<b>25/26 £</b>	<b>26/27 £</b>	<b>Commentary</b>
213011001	Salaries	177,400	110,800	(66,600) 2x posts deleted
213011003	Committee Attendance	500	500	0
213011101	National Insurance	23,900	15,500	(8,400) As above
213011111	Superannuation	30,600	25,600	(5,000) As above
213011209	Fire Wardens Allowance	200	0	(200)
213011803	Employee related insurance	300	300	0
213013902	Essential User Car Allowance	2,400	2,400	0
213013905	Car Mileage Allowance	600	600	0
213014301	Internal printing	100	100	0
213014302	External printing	0	800	800
213014701	Subscriptions General	3,500	6,000	2,500
213014905	Marketing	0	38,000	38,000
213014949	Stimulate Economic Activity	77,400	32,300	(45,100)
213014979	Other Miscellaneous Expenses	2,000	0	(2,000)
		<b>318,900</b>	<b>232,900</b>	<b>(86,000)</b>
<b>21303</b>	<b>Staines BID</b>	<b>25/26 £</b>	<b>26/27 £</b>	<b>Commentary</b>
213032412	Bid Levy	5,000	5,000	0
213034949	Stimulate Economic Activity	0	47,600	47,600
		<b>5,000</b>	<b>52,600</b>	<b>47,600</b>
<b>21304</b>	<b>Business Incubator</b>	<b>25/26 £</b>	<b>26/27 £</b>	<b>Commentary</b>
213042301	Electricity	81,600	0	(81,600) Closure of Business incubator at Summit Centre, relocation to Knowle Green
213042302	Gas	16,300	0	(16,300)
213042405	Water Charges	2,600	0	(2,600)
213042501	F&F Purchases	3,100	0	(3,100)
213042601	Cleaning materials	500	0	(500)
213042602	Window cleaning	1,200	0	(1,200)
213042603	Trade waste collection	1,200	0	(1,200)
213042604	Contract cleaning	2,300	0	(2,300)
213042605	Collection of Rubbish & Recycl	1,000	0	(1,000)
213042606	Cleaning General	4,000	0	(4,000)

Draft Detailed Budget 2026/27 - Business Infrastructure Committee				Appendix B	
<b>22 January 2026</b>					
213042701	Service Charge	35,700	0	(35,700)	
213044101	Food Purchases	1,300	2,200	900	
213044102	Catering Supplies (Non Food)	1,400	0	(1,400)	
213044306	Printing Art work and Design	500	0	(500)	
213044401	Consultants fees	32,000	42,400	10,400	
213044510	TV Licence	200	0	(200)	
213044564	Networking	10,100	0	(10,100)	
213044905	Marketing	0	4,000	4,000	
213047151	Other Reimbursements	(20,000)	(20,000)	0	
213047526	Incubator Desk Hire	0	(6,000)	(6,000)	
213047527	Incubator Office Rental	(156,500)	0	156,500	
		<b>18,500</b>	<b>22,600</b>	<b>4,100</b>	Funded from NNDR retention reserve (Ec Dev)
<b>21306</b>	<b>Spelthorne Youth Hub</b>	<b>25/26 £</b>	<b>26/27 £</b>		<b>Commentary</b>
213061001	Salaries	100,600	93,600	(7,000)	1x Temp Employment & Skills Worker reduction in hours from 1FTE to 0.6 FTE
213061101	National Insurance	13,400	12,300	(1,100)	As Above
213061111	Superannuation	17,300	21,600	4,300	As above & increased pension rate
213062301	Electricity	15,000	15,000	0	
213062404	Business Rates	0	6,500	6,500	
213062405	Business Rates	0	200	200	
213062601	Cleaning materials	400	400	0	
213062602	Window cleaning	0	600	600	
213062605	Collection of Rubbish & Recycl	1,700	800	(900)	
213062606	Cleaning General	3,000	3,000	0	
213062701	Service Charge	10,000	6,000	(4,000)	
213063902	Essential User Car Allowance	3,400	3,400	0	
213064004	Operational equip mats & suppl	0	100	100	
213064043	Printers consumables	1,200	1,000	(200)	
213064101	Food Purchases	0	600	600	
213064306	Printing Art work and Design	5,000	1,200	(3,800)	Reduction as last year rebranded
213064401	Consultants fees	40,400	58,200	17,800	Cost of 3x P/T Consultants
213064510	TV Licence	0	200	200	
213064564	Networking	5,000	400	(4,600)	£4.6K was a one-off budget in 25/26
213064701	Subscriptions General	0	300	300	
213067013	Other Government Grants	(42,000)	(55,500)	(13,500)	Yr 5 DWP Funding 1/4/26-30/11/26
213067067	SCC reimbursement	(54,000)	0	54,000	SCC Grant (Direct Award Contract); we are not getting this as was one-off grant
		<b>120,400</b>	<b>169,900</b>	<b>49,500</b>	Funded from NNDR retention reserve (Ec Dev)
<b>26901</b>	<b>Bus Station</b>	<b>25/26 £</b>	<b>26/27 £</b>		<b>Commentary</b>
269012216	Hard Surfaces	2,400	0	(2,400)	Part of 2025-26 savings list
269012404	Business Rates	20,800	20,800	0	
269012412	Bid Levy	300	300	0	



Draft Detailed Budget 2026/27 - Business Infrastructure Committee			Appendix B		
<b>22 January 2026</b>					
269012604	Contract cleaning	2,400	2,400	0	
		<b>25,900</b>	<b>23,500</b>	<b>(2,400)</b>	
<b>30132</b>	<b>Asset Management Admin</b>	<b>25/26 £</b>	<b>26/27 £</b>		<b>Commentary</b>
					Net salary savings from Property Admin Assistant post and Investment Asset Manager post offered up in 2026-27
301321001	Salaries	815,300	749,300	(66,000)	
301321002	Overtime	0	10,800	10,800	
301321003	Committee attendance	0	800	800	
301321101	National Insurance	113,700	105,200	(8,500)	
301321111	Superannuation	141,200	173,300	32,100	Increase in pension rates
301321212	Additional Allowance	0	5,000	5,000	Honorarium payment approved
301321120	AVC Salary Sacrifice	100	100	0	
301321209	Fire Wardens Allowance	0	200	200	
301321210	ILO allowance	200	200	0	
301321601	Professional subscriptions	500	2,400	1,900	Increased staff Annual RICS Memberships
301321606	Cash Alternative to leased car	5,700	5,900	200	
301321701	Professional and CPD training	1,800	1,800	0	
301321803	Employee related insurance	700	2,900	2,200	
301323902	Essential User Car Allowance	12,400	11,200	(1,200)	
301323905	Car Mileage Allowance	400	600	200	
301324301	Internal printing	500	900	400	
301324401	Consultants fees	72,900	50,000	(22,900)	Consultant work related to the IRP now only required on an Ad hoc basis
301324403	Valuers	41,200	42,000	800	
301324412	Land registry	2,800	2,900	100	
301324511	Telephones call charges	1,200	300	(900)	
301324552	Computer Software	37,800	87,100	49,300	Bluebox and Argus Software licence increased costs (new software in 2526)
301324990	Set-aside contributions	(495,600)	(510,400)	(14,800)	
301327151	Other Reimbursements	(361,900)	(391,600)	(29,700)	Due to increased salaries recharged to Knowle Green estates
301327305	Other fees - Premises	(4,400)	(4,600)	(200)	
		<b>386,500</b>	<b>346,300</b>	<b>(40,200)</b>	
<b>30502</b>	<b>Internal Printing</b>	<b>25/26 £</b>	<b>26/27 £</b>		<b>Commentary</b>
305024022	Office Equipment Leasing	1,000	500	(500)	
305024042	Printers Lease chg	12,800	13,100	300	
305024043	Printers consumables	500	500	0	
305024051	PrintUnit Supplies Letterheads	0	0	0	
305024052	PrintUnit Supplies White Paper	10,200	10,000	(200)	
305024053	PU Supplies Coloured Paper	0	0	0	
305024057	Print Unit Supplies Paper	1,600	1,600	0	
305024308	Printing recharge (Credit)	(27,000)	(27,000)	0	
305024552	Computer Software	600	600	0	

Draft Detailed Budget 2026/27 - Business Infrastructure Committee			Appendix B		
22 January 2026					
		(300)	(700)	(400)	
<b>30504</b>	<b>External Printing</b>	<b>25/26 £</b>	<b>26/27 £</b>		<b>Commentary</b>
305044302	External printing	16,100	16,100	0	
305044308	Printing recharge (Credit)	(6,000)	(6,000)	0	
		10,100	10,100	0	
<b>30703</b>	<b>Facilities Management</b>	<b>25/26 £</b>	<b>26/27 £</b>		<b>Commentary</b>
307031001	Salaries	192,800	145,900	(46,900)	Net salary savings from Facilities Manager Post deleted
307031002	Overtime	2,000	2,000	0	
307031101	National Insurance	25,400	19,100	(6,300)	
307031111	Superannuation	33,600	34,000	400	
307031120	AVC Salary Sacrifice	100	0	(100)	
307031202	First Aid Allowance	500	400	(100)	
307031209	Fire Wardens Allowance	600	600	0	
307031803	Employee related insurance	500	600	100	
307032301	Electricity	49,100	63,600	14,500	2526 prices are slightly higher than expected therefore bringing it more inline with actual prices
307032302	Gas	16,200	25,000	8,800	2526 prices are slightly higher than expected therefore bringing it more inline with actual prices
307032404	Business Rates	252,600	266,100	13,500	
307032405	Water Charges	6,100	6,200	100	
307032602	Window cleaning	2,400	3,200	800	
307032603	Trade waste collection	9,400	9,600	200	
307032604	Contract cleaning	54,100	58,800	4,700	
307033902	Essential User Car Allowance	1,200	800	(400)	
307034002	Operational Equipment Maint.	10,200	10,400	200	
307034003	Operational equipment leasing	1,300	1,300	0	
307034010	Flexitime Expenses	5,000	5,100	100	
307034103	Tea Trolley provisions	6,100	6,200	100	
307034202	Uniforms	1,000	500	(500)	
307034301	Internal printing	1,000	0	(1,000)	Not required as no spend in 2526
307034302	External printing	3,100	3,200	100	
307034316	Shredding	2,600	2,700	100	
307034511	Telephones call charges	1,800	1,300	(500)	
307034979	Other Miscellaneous Expenses	2,100	2,100	0	
307037151	Other Reimbursements	(17,400)	(18,800)	(1,400)	
307037503	Licences/ Wayleaves/ Easements	(6,700)	(6,700)	0	
		656,700	643,200	(13,500)	
<b>30705</b>	<b>Office Services</b>	<b>25/26 £</b>	<b>26/27 £</b>		<b>Commentary</b>

Draft Detailed Budget 2026/27 - Business Infrastructure Committee				Appendix B	
<b>22 January 2026</b>					
307054021	Office Equipment Purchase	4,300	4,000	(300)	
307054023	Office Equipment Maintenance	2,600	2,600	0	
307054031	Office Furniture Purchase	6,400	4,500	(1,900)	
307054311	Office Stationery	10,700	10,900	200	
307054507	Postage Envelopes	4,400	4,500	100	
307054516	Mobile phones	3,600	4,000	400	
		<b>32,000</b>	<b>30,500</b>	<b>(1,500)</b>	
<b>31002</b>	<b>General Property Expenses</b>	<b>25/26 £</b>	<b>26/27 £</b>	<b>Movement</b>	<b>Commentary</b>
310022301	Electricity	0	1,000	1,000	Vacant void costs for the old Staines library site for half the year
310022302	Gas	0	1,000	1,000	Vacant standing charge for the old Staines library site for half the year
310022401	Rents	5,900	5,000	(900)	
310022404	Business Rates	0	15,000	15,000	50% mitigation of business rates (RV is £58,500) for half the year for the old library site
310022405	Water Charges	1,600	1,000	(600)	
310022408	Insurance	11,200	11,400	200	
310024403	Valuers	25,500	25,000	(500)	
310024404	Surveyors	200	0	(200)	
310024406	Legal & Court Costs	0	5,000	5,000	Increased possession, boundary claims and third party trespass i.e. regaining possession
310027501	Rents	(102,200)	(180,500)	(78,300)	Some Municipal rent increases as well as additional income from Knowle green nursery
310027503	Licences/ Wayleaves/ Easements	(23,400)	(15,800)	7,600	Reduction in request for landlords consent resulting in a reduced number of approval licenses being issued
		<b>(81,200)</b>	<b>(131,900)</b>	<b>(50,700)</b>	
<b>31101</b>	<b>Staines Elmsleigh Centre</b>	<b>25/26 £</b>	<b>26/27 £</b>		<b>Commentary</b>
311017502	Ground Rents	(373,300)	(385,200)	(11,900)	
		<b>(373,300)</b>	<b>(385,200)</b>	<b>(11,900)</b>	
<b>Business Infrastructure Committee Service Expenditure Total</b>		<b>2,509,900</b>	<b>2,360,900</b>	<b>(149,000)</b>	
		0	0		

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# Fees and Charges

## 2026/27



Printed Date: 19/01/2026

Last modified: 19/01/2026

**A full schedule of the fees and charges for all Council services for the coming year**

## Business Infrastructure-Growth

### Asset Management

#### Property Fees

##### Work charges (general fees)

	Record	2025/26 Charge	2026/27 Charge	VAT	Statute
Consent under Lease (assignment, alterations etc.)	1,493	£485.00	£510.00	S	Discretionary
Disposal of Council land (at third party's request)	1,496	£905.00	£950.00	S	Discretionary
Entering into a new Lease	1,487	£905.00	£950.00	S	Discretionary
Entering into a new Licence	1,488	£485.00	£510.00	S	Discretionary
Lease Renewal (substantially new terms)	1,489	£725.00	£760.00	S	Discretionary
Lease Renewal (substantially same terms as before)	1,490	£545.00	£570.00	S	Discretionary
Licence Renewal (substantially new terms)	1,491	£390.00	£410.00	S	Discretionary
Licence Renewal (substantially same terms as before)	1,492	£300.00	£315.00	S	Discretionary
New Wayleave, Easement etc.	1,494	£605.00	£635.00	S	Discretionary
Regularisation of encroachment	1,495	£605.00	£635.00	S	Discretionary

##### Work charges (third sector fees)

	Record	2025/26 Charge	2026/27 Charge	VAT	Statute
Consent under Lease (assignment, alterations etc.)	1,503	£240.00	£250.00	S	Discretionary
Disposal of Council land (at third party's request)	1,506	£905.00	£950.00	S	Discretionary
Entering into a new Lease	1,497	£450.00	£475.00	S	Discretionary
Entering into a new Licence	1,498	£240.00	£250.00	S	Discretionary
Lease Renewal (substantially new terms)	1,499	£360.00	£380.00	S	Discretionary
Lease Renewal (substantially same terms as before)	1,500	£270.00	£285.00	S	Discretionary

Fees and Charges

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				VATII	
Licence Renewal (substantially new terms)	1,501	£190.00	£200.00	S	Discretionary
Licence Renewal (substantially same terms as before)	1,502	£150.00	£160.00	S	Discretionary
New Wayleave, Easement etc.	1,504	£300.00	£315.00	S	Discretionary
Regularisation of encroachment	1,505	£300.00	£315.00	S	Discretionary

Staines Market

Markets

Staines High Street

	Record	2025/26 Charge	2026/27 Charge	VAT	Statute
Ad Hoc Rentals (Price on Application)	1,425			S	Discretionary
Casual Pitch (Friday)	1,252	£52.00	£52.00	S	Discretionary
Casual Pitch (Saturday)	109	£59.00	£59.00	S	Discretionary
Causal Pitch (Wednesday)	108	£52.00	£52.00	S	Discretionary
Permanent Pitch (Friday)	111	£47.00	£47.00	S	Discretionary
Permanent Pitch (Saturday)	110	£52.00	£52.00	S	Discretionary
Permanent Pitch (Wednesday)	1,253	£47.00	£47.00	S	Discretionary

Spelthorne Capital Programme 2025/26 to 2028/29	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29	Total	Financing							Total in-year unfinanced capital expenditure
						Capital grants	Capital Receipts	Developer contributions	CIL	Earmarked Reserves	Direct Revenue Financing	Total Financing	
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
<b>Business Infrastructure - Growth</b>													
Thameside House Demolition	0	100	0	0	100	0	0	0	0	(100)	0	(100)	0
Kingston Road site Demolition	122	256	0	0	378	0	0	(122)	0	(256)	0	(378)	0
Sandhills Meadow Bridge Contribution	180	0	0	0	180	0	0	0	0	(180)	0	(180)	0
<b>Total</b>	<b>302</b>	<b>356</b>	<b>0</b>	<b>0</b>	<b>658</b>	<b>0</b>	<b>0</b>	<b>(122)</b>	<b>0</b>	<b>(536)</b>	<b>0</b>	<b>(658)</b>	<b>0</b>

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Net Expenditure Budget 2026/27 by Committee					
Service	Original 2025/26 £000s	Proposed 2026/27 £000s	Change from 2025/26 £000s	Increase Decrease %	Brief Explanation for increase or decrease in budget
Asset Mgn Administration	358.1	316.9	(41.2)	-12%	Reduction in salaries due to posts offered up as savings.
Bus Station	25.9	23.5	(2.4)	-9%	In year savings for 2025/26 reflected in 2026/27 budget.
Development Properties	67.1	119.3	52.2	78%	Security and void-related costs for the sites.
Economic Development	323.9	285.5	(38.4)	-12%	Reduction in salaries due to posts offered up as savings, & overall saving in marketing/stimulate economic activity
Facilities Management	698.5	683.1	(15.4)	-2%	
General Property Expenses	(81.2)	(131.9)	(50.7)	-62%	Some Municipal rent increases as well as additional rental income expected
Incubator	18.5	22.6	4.1	22%	Closure of Business incubator at Summit Centre, relocation to Knowle Green
Planned Maintenance Programme	1,413.4	1,315.8	(97.6)	-7%	Movement from Sunbury LC maintenance budget as the costs are managed by the assets team. Partially offset by some programmed and responsive maintenance savings
Shared Prosperity Fund	0.0	0.0	0.0	0%	
Staines Market	(61.4)	(58.6)	2.8	5%	
Staines Town Centre Management	(373.3)	(385.2)	(11.9)	-3%	
Youth Hub	120.4	169.9	49.5	41%	No longer receiving one-off SCC Grant (Direct Award Contract).
<b>Business Infrastructure &amp; Growth Committee</b>	<b>2,509.9</b>	<b>2,360.9</b>	<b>(149.0)</b>	<b>-6%</b>	

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