



Please reply to:

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Date: 22 October 2021

Notice of meeting

Development Sub-Committee

Date: Monday, 1 November 2021

Time: 11.00 am

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

To the members of the Development Sub-Committee

Councillors:

S. Buttar	S.C. Mooney	R.A. Smith-Ainsley
J.T.F. Doran	L. E. Nichols	
H. Harvey	R.J. Noble	

Substitute Members: Councillors

Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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Agenda

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1. Election of Chairman

To elect a Chairman for this meeting of the Development Sub-Committee.

To seek nominations for Chair and Vice-Chair of this Committee and make recommendations to Council for these appointments.

2. Apologies for absence & Substitutions

To receive any apologies for non-attendance and details of Member substitutions.

3. Minutes

To confirm as a correct record the minutes of the meeting held on 18 October 2021.

Minutes to follow

4. Disclosures of Interest

To receive any disclosures of interest from members in accordance with the Members' Code of Conduct.

5. Questions from members of the Public

The Chair, or his nominee, to answer any questions raised by members of the public in accordance with Standing Order 40.

Note: the deadline for questions to be considered at this meeting is 5pm on day, date i.e day after agenda publication.

At the time of publication of this agenda no questions were received.

6. Ward Issues

To consider any issues raised by ward councillors in accordance with Standing Order 34.2

Note: the deadline for ward issues to be notified for consideration at this meeting is 12 noon on day, date i.e day after agenda publication.

At the time of publication of this agenda no ward issues were received.

7. Urgent Actions

To consider any urgent action that have arisen since last meeting.

8. Forward Plan 5 - 6

To note the Forward Plan for the Development Sub-Committee.

9. Charlton Village Hall 7 - 80

To consider the new letting of Charlton Village Hall, Hetherington Road, Shepperton, TW17 0SP

10. Exclusion of Public and Press (Exempt Business)

To move the exclusion of the Press/Public for the following items, in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

11. Thameside House - Staines Ward Councillors Development Meeting - Update 81 - 126

To receive an update on the Staines Ward Councillors' Development Meeting on the Thameside House Development.

Reason for Exemption

This attached documents contain exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in the bidding process for future construction works by allowing other bidders to know the position of the Council. This in turn prejudices the Council by (i) distorting the bids process and (ii) prejudicing the opportunity for the Council's future regeneration in the Borough.

12. White House Residential - Review & Viability Assessment 127 - 158

To receive an update on the White House Residential Development.

Reason for Exemption

This report contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph

3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in the future bidding process for construction works by allowing other bidders to know the position of the Council. This in turn prejudices the Council by (i) distorting the bids process and (ii) prejudicing the opportunity for the Council to deliver further regeneration in the Borough.

13. Costs Associated with Development Delays

Report to follow.

14. Development project update

To receive an update from the Group Head, Regeneration and Growth, on development projects.

15. Urgent business

To consider any business deemed as urgent by the chair.



Spelthorne Borough Council Services Committees Forward Plan and Key Decisions

This Forward Plan sets out the decisions which the Service Committees expect to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Service Committee, which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

Please direct any enquiries about this Plan to CommitteeServices@spelthorne.gov.uk.

Spelthorne Borough Council

Service Committees Forward Plan and Key Decisions for 1 July 2021 to 15 November 2021

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Development Sub-Committee 01 11 2021	White House Residential - Review & Viability Assessment To consider a report setting out the viability of the proposed development of affordable housing units on the brownfield area of the site.	Non-Key Decision	Private	Richard Mortimer, Asset Management Contractor
Development Sub-Committee 01 11 2021	Charlton Village Hall To agree a new letting under the Community Letting Policy	Non-Key Decision	Part public/part private	Katherine McIlroy, Property Manager
Development Sub-Committee 01 11 2021	Costs Associated with Development Delays	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Development Sub-Committee 01 11 2021	Staines Councillors Development Meeting - Update	Non-Key Decision	Public	Nick Cummings, Property and Development Manager
Development Sub-Committee 15 11 2021	91 - 93 High Street Staines	Non-Key Decision	Private	Nick Cummings, Property and Development Manager, Heather Morgan, Group Head - Regeneration and Growth
Development Sub-Committee 15 11 2021	Ashford Multi-Storey Car Park	Key Decision		Richard Mortimer, Asset Management Contractor

Development Sub Committee



Monday 1st November 2021

Title	New Letting of Charlton Village Hall, Hetherington Road, Shepperton TW17 0SP
Purpose of the report	To make a decision
Report Author	Katherine McIlroy, Property Manager
Ward(s) Affected	Laleham and Shepperton Green
Exempt	Report public, appendices confidential.
Exemption Reason	For the appendices only - Disclosure to the public would prejudice the Council by (i) distorting the process under the Community Letting Policy; (ii) prejudicing the opportunity for the Council to achieve the objectives of the Community Letting Policy including financial and community benefits and (iii) might dissuade organisations from seeking lettings of Council property under the Community Letting Policy if their financial and operational information was put into the public domain.
Corporate Priority	Economic Development Clean and Safe Environment Financial Sustainability
Recommendations	Committee is asked to <ol style="list-style-type: none"> 1. Consider the three applications for the letting of Charlton Village Hall under the Community Letting Policy. 2. Approve the officer's recommendation to award the grant of a new 5 year lease to Applicant A at a rent of £12,000 per annum. 3. Agree that a positive clause is included within the lease will stipulate a minimum number of hours per week that the hall is to be hired to local community groups.
Reason for Recommendation	The Council has undertaken the proposed letting in accordance with the Community Lettings Policy, and is recommending Applicant A on the basis of the robust assessment process as set out in that policy.

1. Key issues

- 1.1 The 5-year lease of Charlton Village Hall expired on 31st August 2020. The lease was renewed on a short-term basis to allow for the Community Letting Policy to be formally approved and adopted.
- 1.2 The current tenant has occupied the premises since September 2005.
- 1.3 The Council has received complaints that the current tenant does not maximise use of the hall by the community. The Council has requested and received evidence showing that other community groups use the hall on a regular basis.
- 1.4 The Community Letting Policy was adopted in June 2021. Charlton Village Hall will be the first property that will be leased using the evaluation procedure under the Policy. The purpose of the Community Lettings policy is to establish a consistent, open and fair leasing process for community assets. The objectives of the policy are:
 - To ensure a transparent, equitable process for the assessment of community assets and their future use
 - To maximise the benefit of Council owned assets for local communities
 - To maximise the utilisation of community assets through shared usage arrangements
 - To provide long-term sustainability for services and assets to ensure due consideration is given to assets that are already highlighted for potential investment by external sources
 - To provide value for money for the Council and residents
 - To provide a stimulus for partnership working
 - To enhance the Council's reputation
- 1.5 The Community Letting Policy is a two-stage process. Stage 1 involves openly advertising the availability of the property on the Council's website for a period of one month. Interested parties are asked to complete an on-line application form. Charlton Village Hall was advertised on the website with a closing date of 31st July. The Council received six applications from parties interested in leasing the hall.
- 1.6 The stage 1 application form is evaluated against the 'Stage 1 Scoring Matrix Form'. The applications are discussed by the Officer Panel (Group Heads of Community Wellbeing, Regeneration and Growth and the Property and Development Manager) and successful applicants are invited to Stage 2 where more detailed information about their organisation is requested.
- 1.7 Following the Stage 1 evaluation it was decided to proceed with three parties (applicant A, B & C).

- 1.8 Stage 2 required each of the successful Stage 1 applicants to submit their business plan (including financial accounts), Health & Safety policy and safeguarding policy. This information was provided by Friday 3rd September.
- 1.9 These documents were reviewed by officers in Asset Management, Finance, and Community Wellbeing and assessed for a second time against the Stage 1 Scoring Matrix Form.
- 1.10 The policy states that a successful Stage 2 business case needs to provide evidence of the following criteria:
- Community Use – the proposed use of the asset is genuinely for the benefit of the local community and offers real potential for the development of a sustainable, successful and independent community organisation.

The asset will benefit residents, including less disadvantaged groups and provide affordable membership costs.
 - Strategic Direction – The proposed use of an asset reflects the outcomes and objectives of the Council’s Corporate Plan and Asset Management Plan
 - Local Provision – The application demonstrates that there is supply and demand for the service and no surplus duplication within the local area.
 - Finance – The applicant provides a business plan that demonstrates:
 - Value for money for the Council
 - Security/sustainability of service to ensure continued utilisation and prevention of anti-social behaviour
 - An ability to maintain and manage the building to a high standard and complying with all statutory regulations and other terms in the lease.

2. Options analysis and proposal

- 2.1 All three organisations submitted their business case by the deadline of 3rd September. All the information requested was received from Applicant A & B. Applicant C did not submit their safeguarding policy.
- 2.2 Applicant A is an established dance school of 25 years. Applicant A is a sole trader. They provide dance and gymnastic lessons throughout the week and hire out the hall to community groups at other times. Their dance school has 288 current members of all ages, the majority of which are borough residents. There is no membership fee and the classes are ‘pay as you go’ and affordably priced.. The community groups currently hiring the hall from Applicant A include a children’s playgroup, Karate, Pilates, Tai Kwando, Ashford History Club, Shentie and Bridge Club. The hire charges are affordable.
- 2.3 Applicant B would like the opportunity to establish a limited liability management company with the purpose of leasing the hall to local community organisations, charities and businesses. Their business plan vision is to maximise community use by creating a good mix of hirers. As a new

company there is no track record and no evidence of financial viability. Their safeguarding policy is inadequate. The proposed hiring hourly rates will vary depending upon the type of hirer and time, with a discounted rate for charities. Their current proposed membership numbers are very low.

- 2.4 Applicant C is a not-for-profit club currently registering as a Community Amateur Sports Club (CASC). It has 150 current members and provides four training sessions every week. Their membership includes children, young people and adults as well as amateur boxers, the majority of which are borough residents. They would like to increase the number and variety of training sessions and grow their membership. They would like to work with Surrey Police and Barnado's to run programmes for pre-offenders. They do not foresee use of the hall Monday to Friday daytime or Saturday/Sunday afternoons. However, they require wall-fixed boxing bag equipment to remain in place, restricting use for other users. They did not provide a safeguarding policy. The club were unable to evidence ability to pay current rental charges.
- 2.5 Applicant A has demonstrated strong demand for the dance school with written letters/emails of support from 276 current parents, clients and hirers. They have many enquiries from local community groups which would like to hire the hall. The strong demand and lack of available space to hire in the borough is the reason Applicant B would like to manage the hall.
- 2.6 Applicant A best meets the Community Use criteria. They are a sustainable business with a large local client base and offer a community leisure use at low cost. They also offer the hall to other community groups when it is not being used by the dance school. Their safeguarding policy provides adequate information.

3. Financial implications

- 3.1 Applicant A provided their Profit and Loss Accounts for FY 2019 and 2020. Applicant C provided their Income & Expenditure spreadsheet for 2019 and 2020 together with their forecast for 2022-2024. Applicant B provided a yearly Profit and Loss forecast (see appendices A, B,C).
- 3.2 The financial information was reviewed by the Finance Team. They concluded that the financially strongest applicant was Applicant A who has a proven track record. The sales targets forecast for Applicant B seemed overly optimistic and concluded that it was not a financially viable option. Similarly, it was concluded that the income from Applicant C would be insufficient to meet the current rent and outgoings at the current time.
- 3.3 The financial position of both the Applicant C and Applicant B strongly suggests that they may be unable to meet the rental obligations and the costs of the maintenance, internal repair and statutory compliance of the property.
- 3.4 Applicant A is a long-established local business which would be at risk if the lease was not renewed and suitable alternative premises were not available.
- 3.5 There is also the risk of losing other local businesses who currently hire the hall if the lease was granted to Applicant C. Applicant B have indicated that they would accommodate where possible the existing hirers.

4. Other considerations

- 4.1 A sharing arrangement between the Applicant A and Applicant C was considered and dismissed. Past experience with community groups sharing occupation in other properties in the borough have not been successful.
- 5. Equality and Diversity**
- 5.1 All the applicants demonstrated that they are socially inclusive and the hall will be used by various social groups within the local community. Applicant C whilst only offering boxing does help those from a disadvantaged background.
- 6. Sustainability/Climate Change Implications**
- 6.1 Not applicable.
- 7. Timetable for implementation**
- 7.1 It is recommended that a five-year lease is offered to Applicant A at a rent of £12,000 per annum.
- 7.2 The lease should stipulate a minimum number of hours be allocated to other community groups and place a positive obligation on the tenant to hire the hall. This ensures that the hall remains available to the local community.

Background papers: None

Appendices: Confidential

Appendix A - Applicant A Scoring Matrix Form, Business Case, Accounts Year ending 2019, Accounts Year ending 2020, Health & Safety Policy, Safeguarding Policy

Appendix B - Applicant B Scoring Matrix Form, Business Plan, Health & Safety Policy, Safeguarding Policy.

Appendix C - Applicant C Scoring Matrix, Business Plan, Income & Expenditure 2019-2020, Income & Expenditure Forecast, Health & Safety Policy.

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