



*Please reply to:*

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Date: 05 April 2023

## **Notice of meeting**

### **Development Sub-Committee**

**Date:** Monday, 17 April 2023

**Time:** 10.00 am

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

#### **To the members of the Development Sub-Committee**

Councillors:

C.F. Barnard (Chairman)	M. Gibson	R.J. Noble
S. Buttar (Vice-Chairman)	H. Harvey	J.R. Sexton
C.L. Barratt	I.T.E. Harvey	
R. Chandler	L. E. Nichols	

Substitute Members: Councillors C. Bateson, M. Beecher, J.R. Boughtflower, J. Button, S.A. Dunn, O. Rybinski, D. Saliagopoulos and J. Vinson

*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**

[www.spelthorne.gov.uk](http://www.spelthorne.gov.uk) [customer.services@spelthorne.gov.uk](mailto:customer.services@spelthorne.gov.uk) Telephone 01784 451499

# Agenda

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**1. Apologies for absence & Substitutions**

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

**2. Minutes**

5 - 12

To confirm as a correct record the minutes of the meeting held on 03 April 2023.

**3. Disclosures of Interest**

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

**4. 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.

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

**5. Ward Issues**

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

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

**6. Urgent Actions**

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

**7. Forward Plan**

13 - 14

The Committee noted the Forward Plan for Development Sub-Committee business.

**8. 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.

- |            |   |                  |
|------------|---|------------------|
| <b>9.</b>  | <b>Afghan/Ukraine Property Acquisition</b>                                    | <b>To Follow</b> |
|            | To consider a report on property acquisition.                                 |                  |
| <b>10.</b> | <b>Spelthorne Museum</b>  | <b>15 - 20</b>   |
|            | To receive a briefing note on the Spelthorne Museum.                          |                  |
| <b>11.</b> | <b>2nd Floor, Elmbrook House</b>  | <b>To Follow</b> |
|            | To consider a report on the 2 <sup>nd</sup> Floor, Elmbrook House.            |                  |
| <b>12.</b> | <b>Vacant Land Adjacent to Revelstoke</b>                                     | <b>To Follow</b> |
|            | To consider a report on the area of vacant land adjacent to Revelstoke.       |                  |
| <b>13.</b> | <b>Quarterly Project Updates</b>  | <b>21 - 30</b>   |
|            | To receive the Quarterly Project Update from the Asset Management Contractor. |                  |

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**Minutes of the Development Sub-Committee  
3 April 2023**

**Present:**

Councillor C.F. Barnard (Chairman)  
Councillor S. Buttar (Vice-Chairman)

**Councillors:**

C.L. Barratt	M. Gibson	I.T.E. Harvey
R. Chandler	H. Harvey	L. E. Nichols

**Substitutions:** Councillors M. Beecher (In place of R.J. Noble)

**Apologies:** Councillors J.R. Sexton

**41/23 Apologies for absence & Substitutions**

Apologies were received from Councillors Noble and Sexton.

Councillor Beecher attended as substitute for Councillor Noble.

Councillor Saliagopoulos was named as substitute for Councillor Sexton but was unable to attend.

The Chair extended a warm welcome to Coralie Holman, new Group Head – Assets.

**42/23 Minutes**

The minutes of the meeting held on 06 March 2023 were agreed as a correct record of proceedings.

**43/23 Disclosures of Interest**

Councillor Gibson advised the Committee that she was a member of the Planning Committee and therefore would not be making comment on any applications due to come before the Planning Committee.

Councillor Buttar advised that he was a Director of Knowle Green Estates Ltd.

**44/23 Questions from members of the Public**

There were none.

**45/23 Ward Issues**

There were none.

**46/23 Urgent Actions**

The Committee were informed of an Urgent Action related to the Elmsleigh Centre.

**47/23 Forward Plan**

Due to a number of changes having been made to the Forward Plan following publication of the agenda, an updated version was circulated at the meeting and is attached to the minutes.

The Committee **noted** the forward plan.

**48/23 Exclusion of Public and Press (Exempt Business)**

It was proposed by Councillor H Harvey, seconded by Councillor I Harvey and **resolved** that the public and press be excluded during consideration of the following items, in accordance with paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) because it was likely to disclose 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 being able to undertake even-handed negotiations and finalising acceptable contract terms.

**49/23 Tothill Development Fees**

The Committee received a report from the Asset Management Contractor on the Tothill Development.

Committee **resolved** to the recommendations set out in the report with an additional recommendation agreed at the meeting.

**50/23 Development project update**

The Committee considered the Development Projects Update from the Property Development Advisor, and the Development Manager.

Committee **resolved** to note the development project updates.

**51/23 Urgent Item - 2nd Floor, Elmbrook House**

The Committee received a report from the Asset Management Contractor on the 2<sup>nd</sup> Floor, Elmbrook House.

Committee **resolved** to note the report.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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## 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](mailto:CommitteeServices@spelthorne.gov.uk).

## Spelthorne Borough Council

### Service Committees Forward Plan and Key Decisions for 5 April 2023 to 19 June 2023

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 17 04 2023	2nd Floor, Elmbrook House	Non-Key Decision	Private	Katherine McIlroy, Property Manager
Development Sub-Committee 17 04 2023	Afghan Residential Property Acquisition	Non-Key Decision	Private	Richard Galland, Development Manager, Marta Imig, Housing Strategy and Policy Manager, Richard Mortimer, Asset Management Contractor
Development Sub-Committee 17 04 2023	Quarterly Project Updates Quarterly Project Updates	Non-Key Decision	Private	Jeremy Gidman, Asset Management
Development Sub-Committee 17 04 2023	Vacant Land Adjacent to Revelstoke	Non-Key Decision	Private	Asha Hunjan, Property Manager
Development Sub-Committee 17 04 2023	Spelthorne Museum	Non-Key Decision	Private	Heather Morgan, Group Head – Place, Protection and Prosperity
Development Sub-Committee 09 06 2023	12 Hammersmith Grove - Annual Business Plan	Non-Key Decision	Public	Jeremy Gidman, Asset Management
Development Sub-Committee 19 06 2023	Unit 4 Summit Centre, Sunbury	Non-Key Decision	Public	Jeremy Gidman, Asset Management
Development Sub-Committee	91-93 Staines High Street	Non-Key Decision	Public	Richard Galland, Development Manager

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