



Please reply to:

Contact: Matthew Williams
Service: Committee Services
Direct Line: 01784 446224
E-mail: m.williams@spelthorne.gov.uk
Date: 09 June 2023

Notice of meeting

Development Sub-Committee

Date: Monday, 19 June 2023

Time: 11.00 am

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

To the members of the Development Sub-Committee

Councillors:

S.N. Beatty
M. Beecher
M. Bing Dong
T. Burrell

R. Chandler
M. Gibson
K. Howkins
N. Islam

L. E. Nichols
J.R. Sexton
H.R.D. Williams

Substitute Members: Councillors C. Bateson, J.T.F. Doran, S.M. Doran, S.A. Dunn and A. Gale

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 customer.services@spelthorne.gov.uk Telephone 01784 451499

Agenda

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Terms of Reference

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The Committee's terms of reference are attached to assist.

1. Nominations for Chair and Vice-Chair

To elect a Chair 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

9 - 18

To confirm as a correct record the minutes of the meeting held on 17 April 2023.

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.

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

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

19 - 20

The Committee noted the Forward Plan for Development Sub-

Committee business.

9. Refresh of remit of Development Sub-Committee

**Verbal
Report**

To receive an introduction on the approach to project management of assets, summary of the schemes being managed, typical report subjects, and the approach around recommendations.

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. Local Authority Housing Fund Residential Acquisitions

21 - 38

To consider a report on Local Authority Housing Fund Residential Acquisitions.

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Development Sub-Committee

Objective:

Within the overall policies and strategies set by the Council, to provide leadership, decision making and accountability for the implementation of the Council's planned programme of capital works, both housing and large - scale non-housing schemes, as well as decision making in respect of the management of the Council's Assets.

Membership

11 Members reflecting political balance.

Functions

1. Acquisitions

- (a) To receive recommendations from officers (where officer/member delegation financial limits are exceeded) as to possible new property acquisitions
- (b) Following (a) above, to give an initial steer on whether to investigate further those potential acquisitions
- (c) Following (b) above and any subsequent reports from officers, to make recommendations to the Corporate Policy & Resources Committee to proceed with particular acquisitions in accordance with relevant Council procedure rules.

2. Disposals

- (a) To receive recommendations from officers (where officer/member delegation financial limits are exceeded) as to the potential freehold (or long leasehold) disposal of property assets
- (b) Following (a) above, to give an initial steer on whether to investigate further those potential disposals
- (c) Following (b) above and any subsequent reports from officers, to make recommendations to the Corporate Policy & Resources Committee to proceed with particular freehold (or long leasehold) disposals in accordance with relevant Council procedure rules.

3. Management of Strategic Investments and residential developments

- (a) To approve leasehold disposals (lettings) in residential developments, investment and retail properties (where officer/member delegation financial limits are exceeded)
- (b) To approve the transfer of residential property assets from and to Knowle Green Estates Ltd if deemed necessary for the appropriate and effective management of the estate
- (c) To receive quarterly reports on the management of the investment assets, including rental income, potential letting opportunities, significant assignments and any other estate management issues based on officer recommendations.
- (d) To approve the exercise of a break option under the terms of lease of land or property where officer/member delegation financial limits are exceeded.
- (e) To approve or agree to the surrender of a lease of land or property where officer/member delegation financial limits are exceeded.

4. Management of Municipal Portfolio

- (a) To approve leasehold disposal (lettings) of municipal properties which exceed officer/member financial delegation limits
- (b) To approve the exercise of a break option under the terms of lease of land or property where officer/member delegation financial limits are exceeded.
- (c) To approve or agree to the surrender of a lease of land or property where officer/member delegation financial limits are exceeded.

5. Development

- (a) To fully review the business case for all potential development projects including scheme detail, build costs, risks and issues and financial performance including viability
- (b) To oversee the budget for each approved project and the effective implementation of the council's development programme
- (c) To approve the award of development contracts over the Public Contracts Regulations threshold or where the requirement is strategic/critical in accordance contract standing orders
- (d) To receive reports from officers and make decisions as set out on the Development-Gateway stages - Appendix A to this document. This includes instances (at any point in the Gateway stage process) where there has been any variance of projected costs over and above the agreed budget (whether the budget was set by the P&R Committee in a specific report, or in the Capital Programme).
- (e) To receive bi-monthly 'Red, Amber and Green' rating reports on all approved development projects. To include high-level finance projections, risk registers and project timeline.
- (f) To receive bi-annual presentations of the longer-term expenditure plan across the development portfolio which is to indicate future funding streams and expectations.
- (g) To receive an annual report on progress and success, setting out performance against any targets (including projected expenditure and costs).

Appendix A – Development-Gateway stages

Five stages of sign off:

1. Acquisition/Feasibility
2. Outline design
3. Detailed design prior to planning permission application
4. Construction
5. Transfer to business as usual

Stage	Decision	Reference back to CP&R	Documentation required
Acquisition/feasibility	To undertake initial design development up to feasibility stage. Appointment of consultants if decision at	For actual purchase if appropriate.	Project brief

	committee level is under contract standing orders.		
Outline design	To progress to Concept design (RIBA stage 2) up to planning submission	If supplementary expenditure required	Outline design and project progress report
Detailed design	To sign off detailed design (RIBA stage 3-4) post grant of planning permission. Sign off tender for contractor if required under CSOs.	If supplementary expenditure required	Detailed design and project progress documentation
Construction	To award the contract for the contractor if required under CSOs. To progress to construction	If supplementary expenditure required	Tender report and project progression documentation
Transfer to business as usual	To make any transfer to KGE. Project sign off	Report to note on outcome	Project completion documentation.

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

Present:

Councillor C.F. Barnard (Chairman)

Councillors:

M. Gibson

R.J. Noble

L. E. Nichols

J.R. Sexton

Apologies: Councillors C.L. Barratt, R. Chandler, H. Harvey and I.T.E. Harvey

In Attendance: Councillor M. Beecher

52/23 Apologies for absence & Substitutions

Apologies were received from Councillor Ian Harvey, Councillor Helen Harvey, Councillor Rose Chandler, and Councillor Clare Barratt.

Councillor Sexton advised the Committee that she would be late.

53/23 Minutes

The minutes of the meeting held on 03 April 2023 were agreed as a correct record of proceedings.

54/23 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 Sexton advised that she was a Surrey County Councillor.

55/23 Questions from members of the Public

There were none.

56/23 Ward Issues

There were none.

57/23 Urgent Actions

There were none.

58/23 Forward Plan

The Committee **noted** the forward plan.

59/23 Exclusion of Public and Press (Exempt Business)

It was proposed by Councillor Noble, seconded by Councillor Nichols 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.

60/23 Afghan/Ukraine Property Acquisition

The Committee considered a report on Property Acquisition from the Asset Management Contractor, Development Manager, and the Strategic Lead for Housing Options.

The Committee **resolved** to agree to the recommendations as set out in the report and as amended in the meeting.

61/23 Spelthorne Museum

The Committee received an update on the Spelthorne Museum from the Group Head Place, Protection and Prosperity.

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

62/23 2nd Floor, Elmbrook House

The Committee considered a report on the 2nd Floor, Elmbrook House from the Asset Manager.

The Committee **resolved** to agree to the recommendations as set out in the report and as amended in the meeting.

63/23 Vacant Land Adjacent to Revelstoke

The Committee considered a report on the vacant land adjacent to Revelstoke from the Property Manager.

The Committee **resolved** to agree to the recommendation as set out in the report.

64/23 Quarterly Project Updates

The Committee received the Quarterly Project Update from the Asset Management Contractor.

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

65/23 Urgent Item - Sinking Fund Update

The Committee received a verbal update on the Sinking Fund from the Chief Accountant.

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

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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.

Spelthorne Borough Council

Service Committees Forward Plan and Key Decisions for 26 May 2023 to 31 July 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 19 06 2023	Refresh of remit of Dev-Sub, approach to project management of assets, summary of the schemes being managed, typical report subjects and approach around recommendations.	Non-Key Decision	Public	Coralie Holman, Group Head Assets
Development Sub-Committee 19 06 2023	LAHF Residential Acquisitions	Non-Key Decision	Private	Coralie Holman, Group Head Assets
Development Sub-Committee 03 07 2023	12 Hammersmith Grove - Annual Business Plan	Non-Key Decision	Public	Jeremy Gidman, Asset Management
Development Sub-Committee 03 07 2023	PIR Action Plan PIR Action Plan	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Terry Collier, Deputy Chief Executive
Development Sub-Committee 17 07 2023	Unit 4 Summit Centre, Sunbury	Non-Key Decision	Public	Jeremy Gidman, Asset Management

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