



Please reply to:

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Date: 24 August 2023

Notice of meeting

Development Sub-Committee

Date: Monday, 4 September 2023

Time: 7.00 pm

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

To the members of the Development Sub-Committee

Councillors:

H.R.D. Williams (Chair)
S.N. Beatty (Vice-Chair)
M. Beecher
M. Bing Dong

T. Burrell
R. Chandler
M. Gibson
K. Howkins

N. Islam
L. E. Nichols
J.R. Sexton

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

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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1. Apologies for absence & Substitutions

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

2. Minutes

5 - 14

To confirm as a correct record the minutes of the meeting held on 31 July 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

15 - 18

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.

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|------------|--|----------------------|
| 9. | Local Authority Housing Fund (LAHF) Property Acquisition | 19 - 32 |
| | To consider a report on a Local Authority Housing Fund Residential Acquisition. | |
| 10. | 12 Hammersmith Grove - Annual Business Plan | 33 - 42 |
| | To consider the Annual Business Plan for 12 Hammersmith Grove. | |
| 11. | Lease Renewal of a Unit within Elmsleigh Shopping Centre, Staines | 43 - 46 |
| | To consider a report on the proposed lease renewal for a Unit within the Elmsleigh Shopping Centre, Staines. | |
| 12. | Letting of the 1st floor Elmbrook House, Sunbury | 47 - 60 |
| | To consider the report on the proposed letting of the 1 st Floor, Elmbrook House, Sunbury. | |
| 13. | Leisure Centre - Verbal Update | Verbal Report |
| | To receive a verbal update on the new Leisure Centre from the Development Management Consultant. | |
| 14. | Benwell Phase 2 - Verbal Update | Verbal Report |
| | To receive a verbal update on Benwell House Phase 2 from the Development Management Consultant. | |

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**Minutes of the Development Sub-Committee
31 July 2023**

Present:

Councillor H.R.D. Williams (Chair)
Councillor S.N. Beatty (Vice-Chair)

Councillors:

M. Beecher	M. Gibson	J.R. Sexton
M. Bing Dong	K. Howkins	
T. Burrell	L. E. Nichols	

In Attendance: Councillors C. Bateson

93/23 Apologies for absence & Substitutions

Councillor Chandler attended the meeting remotely via Microsoft Teams. As she was not present at the meeting, she was not allowed to vote.

94/23 Minutes

The minutes of the meeting held on 3 July 2023 were agreed as a correct record.

95/23 Disclosures of Interest

Councillors Beatty, Beecher, Burrell, Chandler, Gibson, Howkins, Nichols and Williams advised the Committee that they were members of the Planning Committee and therefore would not be making comment on any applications due to come before the Planning Committee.

96/23 Questions from members of the Public

There were none.

97/23 Ward Issues

There were none.

98/23 Urgent Actions

There were no urgent actions to report.

99/23 Forward Plan

The Sub-Committee considered the forward plan for future sub-committee business.

The Sub-Committee **resolved** to note the forward plan.

100/23 Asset Management Strategy Workshop

The Group Head – Assets informed the Sub-Committee that they were in the process of developing a new five year asset management strategy and wished to have member engagement and input. A workshop would take place in September 2023 for members to attend and provide input ahead of the strategy being presented to the Committee later in the year.

Councillors Beecher, Gibson, Howkins, Nichols and Williams expressed an interest in attending the workshop. Though four nominations were originally sought, the Group Head - Assets agreed that five could be accommodated.

The Sub-Committee **resolved** that Councillors Beecher, Gibson, Howkins, Nichols and Williams attend the Asset Management Strategy Workshop in September 2023.

101/23 Commercial Assets Sub-Committee

Councillor Chandler joined the meeting via Microsoft Teams at 19:09.

Following a referral from the Corporate Policy and Resources Committee on 17 July 2023, the Development Sub-Committee considered the terms of reference for a new proposed Commercial Asset Sub-Committee and proposed changes to the terms of reference for the Development Sub-Committee. The original report suggested splitting the Development Sub-Committee's remit so that commercial assets could be dealt with under a separate sub-committee.

The Sub-Committee suggested the following amendments to the terms of reference for the Commercial Assets Sub-Committee: that the reference of acquisitions relating to regeneration be refined.

The Sub-Committee suggested the following amendments to the terms of reference for the Non-Commercial Development Sub-Committee: that the reference to membership reflect the same membership for the Commercial Assets Sub-Committee, and that clarity should be provided around the term 'non-commercial'.

The Sub-Committee suggested that there should be some clarity as to mixed-use developments, and the Group Head – Assets recommended that this would sit best in the developing Asset Management Strategy.

The Committee **resolved** to agree

1. The terms of reference for the new Commercial Assets Sub-Committee with the amendments discussed
2. The changes to the terms of reference for the Development Sub-Committee with the amendments discussed
3. To note that any Constitutional changes required as a result of the recommendations in the report will be considered by the Standards Committee on 4th October 2023.

102/23 Exclusion of Public and Press (Exempt Business)

It was proposed by Councillor Beecher, seconded by Councillor Gibson and **resolved** to exclude the public and press be excluded for the following agenda 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 finalizing acceptable contract terms.

103/23 Local Authority Housing Fund Property Acquisition

The Committee considered a report from the Group Head – Assets on the acquisition of a further property from the Local Authority Housing Fund.

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

In accordance with Standing Order 21.6, Councillor Nichols requested that his abstention be recorded.

104/23 White House Residential - Verbal update

The Sub-Committee received an update on White House Residential.

The Sub-Committee **resolved** to note the update on White House Residential.

105/23 Ashford Multi Storey Car Park - Verbal Update

The Sub-Committee received a verbal update on the Ashford Multi-Storey Car Park.

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

106/23 Thameside House - Verbal Update

This item was heard before item 12 on the agenda.

The Sub-Committee received a verbal update on Thameside House.

The Sub-Committee **resolved** to note the verbal update on Thameside House.

107/23 Leisure Centre - Verbal Update

This item was heard before item 12 on the agenda.

The Sub-Committee received a verbal update on the Spelthorne Leisure Centre.

The Sub-Committee **resolved** to note the update on the Spelthorne Leisure Centre.

108/23 Refurbishment Projects Update

Due to officer availability, the Chair agreed that this item would be heard before item 11 on the agenda.

The Sub-Committee received an update on refurbishment projects from the Principal Asset Manager.

The Sub-Committee noted the timelines, budget expenditures and anticipated completion dates on the refurbishment projects.

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



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 24 August 2023 to 23 May 2024

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 04 09 2023	12 Hammersmith Grove - Annual Business Plan	Non-Key Decision	Private	Jeremy Gidman, Asset Management Consultant
Development Sub-Committee 04 09 2023	Benwell Phase 2 - Verbal Update	Non-Key Decision	Private	Richard Galland, Development Management Consultant
Development Sub-Committee 04 09 2023	Lease Renewal of Unit 29 Elmsleigh Shopping Centre, Staines	Non-Key Decision	Private	Sian Bowen, Principal Asset Manager
Development Sub-Committee 04 09 2023	Leisure Centre - Verbal Update	Non-Key Decision	Private	Richard Mortimer, Development Management Consultant
Development Sub-Committee 04 09 2023	Letting of the 1st floor Elmbrook House, Sunbury	Non-Key Decision	Private	Katherine McIlroy, Asset Manager
Development Sub-Committee 04 09 2023	Local Authority Housing Fund (LAHF) Property Acquisition	Non-Key Decision	Private	Coralie Holman, Group Head Assets
Development Sub-Committee 25 09 2023	Emerging Mixed Use Place Making Strategy	Non-Key Decision	Private	Coralie Holman, Group Head Assets
Development Sub-Committee 02 10 2023	Ashford Victory Place	Non-Key Decision	Private	Richard Mortimer, Development Management Consultant

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 02 10 2023	Asset Management Strategy	Non-Key Decision	Private	Coralie Holman, Group Head Assets
Development Sub-Committee 02 10 2023	Oast House Full Update	Non-Key Decision	Private	Richard Mortimer, Development Management Consultant
Development Sub-Committee 02 10 2023	Summit Centre	Non-Key Decision	Private	Jeremy Gidman, Asset Management Consultant
Development Sub-Committee 02 10 2023	Tothill Development Options - Verbal Update	Non-Key Decision	Private	Richard Mortimer, Development Management Consultant
Development Sub-Committee 06 11 2023	Investment Portfolio Update	Non-Key Decision	Public	Katherine McIlroy, Asset Manager

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