



*Please reply to:*

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Date: 15 March 2024

## Notice of meeting

### Development Sub-Committee

**Date:** Monday, 25 March 2024

**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  
D.C. Clarke  
M. Gibson

K. Howkins  
L. E. Nichols  
J.R. Sexton  
P.N. Woodward

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

*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

Page nos.

**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 06 February 2024.

**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. Forward Plan**

15 - 18

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

**6. 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.

**7. Local Authority Housing Fund (LAHF) Proposed Acquisition**

19 - 46

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

**8. Waterfront Site**

47 - 88

To consider a report and make a recommendation on the proposed lease for the Waterfront Development Agreement.

- |            |  |                  |
|------------|--|------------------|
| <b>9.</b>  | <b>New Letting - Ground Floor, Elmbrook House</b>  | <b>To Follow</b> |
|            | To consider a report on a proposed letting of the Ground Floor, Elmbrook House.  |                  |
| <b>10.</b> | <b>Annual Investment Strategy for 2024/25</b>  | <b>To Follow</b> |
| <b>11.</b> | <b>Annual Business Plans</b>   | <b>89 - 124</b>  |
|            | To receive the Annual Business Plans for Thames Tower, 12 Hammersmith Grove, Summit Centre, Communications House, and Elmsleigh Shopping Centre. |                  |
| <b>12.</b> | <b>Urgent Actions</b>  | <b>125 - 138</b> |
|            | To consider any urgent action that have arisen since last meeting.   |                  |

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**Minutes of the Development Sub-Committee  
6 February 2024**

**Present:**

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

Councillors:

M. Beecher	D.C. Clarke	J.R. Sexton
M. Bing Dong	K. Howkins	P.N. Woodward
T. Burrell	L. E. Nichols	

**Substitutions:** Councillors C. Bateson (In place of M. Gibson)

**Apologies:** Councillors R. Chandler

**12/24 Apologies for absence & Substitutions**

Apologies were received from Councillor Gibson. Councillor Bateson attended as her substitute.

Apologies were also received from Councillor Chandler

**13/24 Minutes**

The minutes of the meeting held on 8 January 2024 were agreed as a correct record.

**14/24 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.

Councillors Sexton advised that she was a Surrey County Councillor.

**15/24 Questions from members of the Public**

There were none.

**16/24 Urgent Actions**

There were none.

**17/24 Forward Plan**

The Sub-Committee **resolved** to note the Forward Plan.

**18/24 Exclusion of Public and Press (Exempt Business)**

It was proposed by Councillor Bateson, seconded by Councillor Sexton 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

**19/24 Investment Portfolio Review by JLL**

The Sub-Committee received a presentation from JLL on the Investment Portfolio Review. Neville Pritchard introduced himself and his colleagues Nasima Ahmed and Nigel Golder. The presentation looked at the investment asset portfolio and included; a SWOT analysis of the BP Campus, sustainability and EPC ratings, current management regime, considerations and recommendations.

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

**20/24 Investment Portfolio - Second Valuation Review Analysis**

The Sub-Committee received a presentation on the second valuation review, with a valuation date of 31 March 2023. Knight Frank were appointed to do the second valuation and were provided with the same tenancy information that had been provided to Carter Jonas. It was noted that the difference between the Knight Frank and Carter Jonas figures were within RCS accepted levels of tolerance.

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



**21/24 Asset's Capital Project Review 24/25**

The Sub-Committee received a presentation on the Asset's Capital Project Review 24/25 which had been requested so that Members would be aware of forthcoming projects as well as those already active.

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

**22/24 Annual Business Plans**

The Sub-Committee received the Annual Business Plans for BP International Campus, Porter Building and Elmbrook House.

The Sub-Committee **resolved** to note the Annual Business Plans for BP International Campus, Porter Building and Elmbrook House.

**Meeting finished at 22:05**

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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 15 March 2024 to 31 July 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 25 03 2024	Annual Business Plans	Non-Key Decision	Private	Jeremy Gidman, Asset Management Consultant
Development Sub-Committee 25 03 2024	Annual Investment Strategy for 2024/25	Non-Key Decision	Private	Jeremy Gidman, Asset Management Consultant
Development Sub-Committee 25 03 2024	Local Authority Housing Fund (LAHF) Proposed Acquisition	Non-Key Decision	Private	Vicki Ellis, Residential Property Manager
Development Sub-Committee 25 03 2024	Waterfront Site	Non-Key Decision	Private	Richard Mortimer, Development Management Consultant
Development Sub-Committee 25 03 2024	New Letting – Ground Floor, Elmbrook House	Non-Key Decision	Private	Katherine McIlroy, Asset Manager
Development Sub-Committee 22 04 2024	Asset Management Plan Review - KPIs and Risk Register	Non-Key Decision	Public	Sian Bowen, Principal Asset Manager
Development Sub-Committee 22 04 2024	Development Delivery Strategy	Non-Key Decision	Public	Coralie Holman, Group Head Assets
Development Sub-Committee 17 06 2024	Investment Portfolio Review 2023/24	Non-Key Decision	Private	Sian Bowen, Principal Asset Manager

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 25 06 2024	Ashford Victory Place - Housing Delivery	Non-Key Decision	Private	Coralie Holman, Group Head Assets
Development Sub-Committee Date Oct/Nov 2024 TBC	Half Year Portfolio Review 2024/25	Non-Key Decision	Private	Sian Bowen, Principal Asset Manager

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