



Please reply to:

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Date: 14 February 2025

Notice of meeting

Commercial Assets Sub-Committee

Date: Monday, 24 February 2025

Time: 1.30 pm

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

To the members of the Commercial Assets Sub-Committee

Councillors:

L. E. Nichols (Chair)

S.N. Beatty (Vice-Chair)

R. Chandler

A. Gale

D. Saliagopoulos

H.R.D. Williams

Independent Member: Mark Bunney

Substitute Members: Councillors M. Beecher, T. Burrell, D.C. Clarke, M. Gibson and K.E. 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

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Agenda

Page nos.

- 1. Apologies for absence & substitutions**

To receive any apologies for non-attendance and details of Member substitutions.
- 2. Minutes** **5 - 16**

To confirm as a correct record the minutes of the meeting held on 27 January 2025.
- 3. Disclosure 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. Urgent Actions**

To consider any urgent action that have arisen since last meeting.
- 6. Forward Plan** **17 - 20**

To note the Forward Plan for future Commercial Assets Sub-Committee business.
- 7. Extension of Property Management Contract with the current managing agent and appointment of new 3 year Property Management Contract for the Investment Portfolio** **To Follow**

The Sub-Committee is asked to consider the extension of the current property management contract, and appointment of a new three year property management contract for the investment portfolio.
- 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 Paragraph 3 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. | Commercial Portfolio Update | 21 - 22 |
| | To receive an update on the rent collection, voids, and arrears of the Commercial Portfolio. | |
| 10. | Update on Investment Portfolio Refurbishment Projects | 23 - 28 |
| | To receive an update on Investment Portfolio Refurbishment Projects. | |
| 11. | Investment & Regeneration Assets Business Plans | 29 - 44 |
| | To receive the annual Business Plans for the BP Main Campus, the BP Southwest Corner, 3 Roundwood Avenue, and 12 Hammersmith Grove. | |
| 12. | Letting of 5th and 6th Floors Tothill Car Park | To Follow |
| | To consider a report on the proposed letting of 3 rd and 4 th Floors Tothill Car Park. | |
| 13. | Lease renewal Unit 38-39 Elmsleigh Shopping Centre, Staines-Upon-Thames TW18 4QB | To Follow |
| | To consider a report on the proposed lease renewal for units 38-39, Elmsleigh Shopping Centre, Staines-Upon-Thames TW18 4QB. | |
| 14. | Lease renewal Unit 13-14 Elmsleigh Shopping Centre, Staines-Upon-Thames TW18 4QB | To Follow |
| | To consider a report on the proposed lease renewal for units 13-14, Elmsleigh Shopping Centre, Staines-Upon-Thames TW18 4QB. | |