

*Please reply to:*

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Date: 21 November 2025

## **Notice of meeting**

### **Corporate Policy and Resources Committee**

**Date:** Monday, 1 December 2025

**Time:** 7.00 pm

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

#### **To the members of the Corporate Policy and Resources Committee**

Councillors:

J.R. Sexton (Chair)	D.C. Clarke	M.J. Lee
C. Bateson (Vice-Chair)	S.M. Doran	S.C. Mooney
M.M. Attewell	R.V. Geach	L. E. Nichols
M. Beecher	M. Gibson	H.R.D. Williams
J.R. Boughtflower	K.M. Grant	
J. Button	K. Howkins	

Substitute Members: Councillors M. Bing Dong, S.N. Beatty, H.S. Boparai, M. Buck, S.A. Dunn, K.E. Rutherford and P.N. Woodward

*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

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**1. Apologies and Substitutes**

To receive apologies for absence and notification of substitutions.

**2. Disclosures of Interest**

To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.

**3. Minutes**

To confirm the minutes of the meeting held on 11 November 2025 as a correct record.

Minutes to follow

**4. Questions from members of the Public**

The Chair, or their 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. Establishment of Staines Masterplan Task and Finish Group**

Committee is asked to:

1. Agree the Terms of Reference (Appendix A) for establishing the Staines Masterplan Task Group and agree member appointments to the Task Group,
2. Delegate authority to the Deputy Chief Executive, in consultation with the Chair of Environment and Sustainability Committee to make decisions on the Staines Masterplan project at the required gateway points in the project programme; and
3. Delegate authority to the Deputy Chief Executive, in consultation with the Chair of Environment and Sustainability Committee to make any future changes to membership of the Staines Masterplan Task Group.

**6. Q2 Revenue Monitoring Report as at 30 September 2025**

Committee is asked to consider the forecast Revenue Outturn that reflects the change in Minimum Revenue Provision (MRP) policy and debt refinancing discount approved at Full Council on 17 November

2025.

**7. Q2 Capital Monitoring Report as at 30 September 2025**

Committee is asked to make a recommendation to Council that is approves a supplementary capital estimate to the Capital Programme for 2025/26 of up to £1.9m, for acquiring housing units to be part funded by Local Authority Housing Fund Grant funding. This would create a borrowing need of £1.05m, and an annual financing requirement of about £70k per annum.

**8. Occupation of Ashford Cemetery Lodge**

**5 - 12**

Committee is asked to:

1. Agree that the Council undertake a direct letting of Ashford Cemetery Lodge; and
2. Delegate authority to the Group Head Corporate Governance to complete any necessary documentation in connection with the letting.

**9. Forward Plan**

**13 - 18**

To consider the Forward Plan for committee business.

**10. Urgent Actions**

To note those urgent actions which have been taken by the Chief Executive in consultation with the Leader since the last Corporate Policy and Resources meeting on 11 November 2025.

**11. Exclusion of Public & 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.

**12. Annual Commercial Property Report for Financial Year 2024/5**

**19 - 58**

The Committee is asked to:

1. Approve the Annual Commercial Property Report for the year ending 31 March; and
2. Approve publication of the report on the Council's website.

**13. Trespass of Council Land**

**59 - 98**

Committee is asked to:

1. Consider the options and approve option 2 detailed in the report to instruct the Council's Legal Services to negotiate a settlement out of court; and
2. Delegate authority to the Group Head Assets in consultation with the Chair of Corporate Policy and Resources Committee to:
  - a) agree a settlement subject to Council approval to dispose of the land or
  - b) instruct the Council's Legal Services to proceed to take this matter to trial.

**14. Sunbury Leisure Centre Works**

**99 - 108**

Committee is asked to:

1. Authorise the Group Head Assets to carry out the procurement process to identify a suitable contractor to undertake the replacement of the boilers at Sunbury Leisure Centre and associated works,
2. Subject to tender returns being no more than 10% of the budget, delegate authority to the Chief Financial Officer and Group Head Assets, in consultation with the Chair and Vice Chair of the Corporate Policy and Resources Committee to select the preferred contractor and award the contract,
3. Recommend to full Council to agree an additional budget for the boiler replacement and Consultants' fees to be available to progress this project; and
4. Delegate authority to the Group Head Corporate Governance to enter into a contract and any other ancillary documentation with the contractor selected in accordance with point 3 above.