Please reply to:
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Date: 05 September 2025

Notice of meeting

Commercial Assets Sub-Committee

Date: Monday, 15 September 2025

Time: 1.30 pm

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

To the members of the Commercial Assets Sub-Committee

Councillors:

S.N. Beatty	L. E. Nichols	Bunney
M. Beecher	D. Saliagopoulos	
R. Chandler	H.R.D. Williams	

Substitute Members: Councillors T. Burrell, M. Gibson, K. Howkins 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** To confirm as a correct record the minutes of the meeting held on 11 August 2025.	5 - 14
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** To note the Forward Plan for future Commercial Assets Sub-Committee business.	15 - 18
7.	**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.	
8.	**Commercial Portfolio Update** To receive an update on the Commercial portfolio. Briefing report to follow.	To Follow
9.	**Appointment of a contractor – 11th Floor, Thames Tower, Reading**	19 - 32

Committee is asked to make a decision on the appointment of a contractor to undertake the refurbishment works to the 11th floor of Thames Tower.

10.	**Quarterly Managing Agent Report - Elmsleigh Shopping Centre January to March 2025**	**33 - 58**

Committee is asked to consider and agree the contents of the management report for the Elmsleigh Shopping Centre for the March Quarter 2025.

11.	**Cushman & Wakefield Managing Agent Tender**	**To Follow**

Report to follow.

12.	**91 High Street, Staines-upon-Thames**	**59 - 80**

Committee is asked to:

1. Approve the new proposed letting of Ground Floor, 9 High Street, Staines-upon-Thames according to the Heads of Terms (Appendix 1),

2. Authorise the Group Head of Assets in consultation with the Chair and Vice Chair of the Commercial Assets Sub-Committee to agree to any variations to the proposed terms; and

3. Authorise the Group Head of Corporate Governance to enter into the Lease and any associated legal documentation.

13.	**BVI Next Steps**	**Verbal Report**

To receive an update on next steps in response to the Best Value Inspection report.