



Please reply to:

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Date: 05 December 2025

Notice of meeting

Commercial Assets Sub-Committee

Date: Monday, 15 December 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:

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.E. Rutherford and M.M. Attewell

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

To Follow

To confirm as a correct record the minutes of the meeting held on 17 November 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

5 - 6

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

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 Follow

To receive an update on properties within the Commercial portfolio.

9. Annual Investment Service Plans

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To approve the Annual Service Plan for the Investment portfolio for the

period 1 April 2026 to 31 March 2027.

10. Property management contract for Elmsleigh Shopping Centre 27 - 38

- To authorise the commencement of the procurement process for the selection of a property management agent for the Elmsleigh Shopping Centre.
- To authorise the Group Head of Assets, in consultation with the Chair of Commercial Assets Sub Committee, to select the preferred tenderer and award a property management contract.

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Spelthorne Borough Council Services Committees Forward Plan

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**.

Please direct any enquiries about this Plan to CommitteeServices@spelthorne.gov.uk.

Spelthorne Borough Council

Commercial Assets Sub-Committee Forward Plan

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
Commercial Assets Sub-Committee 15 12 2025	Service Plan	Non-Key Decision	Private	Coralie Holman, Group Head - Assets
Commercial Assets Sub-Committee 12 01 2026	Business Plans – Tranche 1	Key Decision	Private	Sian Bowen, Principal Asset Manager
Commercial Assets Sub-Committee 23 02 2026	Business Plans – Tranche 2	Key Decision	Private	Sian Bowen, Principal Asset Manager

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of the Local Government Act 1972.

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