



Please reply to:

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Date: 05 March 2026

Notice of meeting

Commercial Assets Sub-Committee

Date: Monday, 16 March 2026

Time: 1.30 pm

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

To the members of the Commercial Assets Sub-Committee

Councillors:

L. E. Nichols (Chair)

R. Chandler

H.R.D. Williams

S.N. Beatty (Vice-Chair)

D. Saliagopoulos

Bunney

Substitute Members: Councillors T. Burrell, M. Gibson 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

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Agenda

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- 1. Apologies for absence & substitutions**

To receive any apologies for non-attendance and details of Member substitutions.
- 2. Minutes** **5 - 10**

To confirm as a correct record the minutes of the meeting held on 26 January 2026.
- 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** **11 - 12**

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. Letting of 4th Floor Porter Building** **To Follow**

Committee is asked to consider a letting in the Porter Building.
- 9. Interim Update on Asset Rationalisation Plan** **13 - 22**

Committee is asked to consider the interim update on the delivery of

the Asset Rationalisation Plan.

10. Commercial Portfolio Update

To Follow

To receive an update on properties within the Commercial portfolio.

This update contains 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 Paragraph 3 – 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 any contract or other type of negotiation with a prospective purchaser who could then know the position of the Council.

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**Minutes of the Commercial Assets Sub-Committee
26 January 2026**

Present:

Councillors:

S.N. Beatty

L. E. Nichols

H.R.D. Williams

R. Chandler

D. Saliagopoulos

Bunney

1/26 Apologies for absence & substitutions

There were none.

2/26 Minutes

The minutes of the meetings held 17 November and 15 December 2025 were agreed as a correct record of proceedings.

3/26 Disclosure of Interest

Councillor Williams advised he was employed part-time at a unit in the Elmsleigh Centre.

Mark Bunney, Independent Member of the Sub-Committee, advised he was employed by Knight Frank Investment Management LLP, a wholly owned subsidiary of Knight Frank LLP, and would not provide an opinion or view on matters where Knight Frank had provided valuation.

4/26 Questions from members of the Public

There were none.

5/26 Urgent Actions

There were none.

6/26 Forward Plan

The Sub-Committee received the Forward Plan for future Committee business.

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

7/26 Exclusion of Public and Press (Exempt Business)

It was proposed by Councillor Beatty, seconded by Councillor Williams and **resolved** to exclude the public and press 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 circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because the disclosure to the public would prejudice the financial position of the authority in being able to undertake even handed negotiations and finalising acceptable contract terms.

8/26 Disposal of A Commercial Office Asset

The Committee considered a report that sought a recommendation to the Corporate Policy and Resources Committee.

The Committee **resolved** to make a recommendation to the Corporate Policy and Resources Committee as outlined in the exempt report.

9/26 Commercial Portfolio Update

The Sub-Committee received updates on the rent collection, arrears and voids withing the Commercial Portfolio.

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

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 16 03 2026	Interim Update on Asset Rationalisation	Key Decision	Public	Sian Bowen, Principal Asset Manager, Coralie Holman, Group Head - Assets
Commercial Assets Sub-Committee 16 03 2026	Letting of 4th Floor Porter Building	Key Decision	Private	Bruce Strong, Investment Asset Manager
Commercial Assets Sub-Committee 13 04 2026	Assets Business Plans	Key Decision	Private	Sian Bowen, Principal Asset Manager
Commercial Assets Sub-Committee 13 04 2026	Presentation from Appointed Advisors of Asset Rationalisation Programme	Key Decision	Public	Coralie Holman, Group Head - Assets
Commercial Assets Sub-Committee 18 05 2026	Cladding Repair, Thames Tower	Key Decision	Public	Mark Stanton, Investment Asset Manager

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