



*Please reply to:*

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Date: 17 June 2026

## **Notice of meeting**

### **Business, Infrastructure and Growth Committee**

**Date:** Thursday, 25 June 2026

**Time:** 7.00 pm

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

#### **To the members of the Business, Infrastructure and Growth Committee**

Councillors:

H.R.D. Williams (Chair)  
S. Gyawali (Vice-Chair)  
C. Bateson  
S.N. Beatty

M. Buck  
D.C. Clarke  
R.V. Geach  
M. Gibson

K. Howkins  
J.R. Sexton

Substitute Members: Councillors J.P. Caplin, J. Button, J.T.F. Doran and L. E. Nichols

*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 and Substitutes**

To received any apologies for non-attendance and details of Member substitutions.

**2. Minutes**

5 - 8

To confirm as a correct record the minutes of the meeting held on 12 March 2026.

**3. Disclosures 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. Presentation on Heathrow Southern Rail**

Verbal Report

The Committee will receive a presentation on Heathrow Southern Rail.

**6. Update on Business Growth Service**

Verbal Report

The Committee will receive a presentation on the Spelthorne Business Growth Service.

**7. Update on Ashford Business Improvement District**

Verbal Report

The Committee will receive an update on the delivery of the Ashford Business Improvement District project.

**8. Demolition of 34 Kingston Road, Staines-upon-Thames (Oast House & Kingston Road Site)**

9 - 32

Committee is asked to approve the Group Head of Assets' submission of a Planning Application for the demolition of 34 Kingston Road, Staines-upon-Thames and the procurement of a contractor to carry out the demolition.

**9. Proposed Council Transitional Corporate Plan 2026/27**

33 - 40

The Corporate Policy and Resources Committee has recommended

the Business, Infrastructure and Growth Committee consider the proposed Council Transitional Plan and provide comments on any areas relevant to the Committee's remit.

**10. Governance Assurance Register**

**To Follow**

The Committee is to receive information on "Inclusive Economy" from the Governance Assurance Register.

**11. Chair's Updates**

**Verbal Report**

To receive updates from the Chair on items within the Committee's remit.

**12. Forward Plan**

**41 - 44**

To note the Forward Plan for future business.

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**Minutes of the Business, Infrastructure and Growth Committee  
12 March 2026**

**Present:**

Councillor H.R.D. Williams (Chair)  
Councillor S.C. Mooney (Vice-Chair)

**Councillors:**

C. Bateson	D.C. Clarke	J.R. Sexton
S.N. Beatty	R.V. Geach	
J.R. Boughtflower	S. Gyawali	

**Substitutions:** Councillors J.P. Caplin (In place of M. Gibson)

**Apologies:** Councillors M. Buck and K. Howkins

**16/26 Apologies and Substitutes**

Apologies were received from, Councillors Buck, Gibson and Howkins.  
Councillor Caplin attended as Councillor Gibson's substitute.

**17/26 Minutes**

The minutes of the meeting held on 14 January 2026 and the extraordinary meeting held on 3 February 2026 were agreed as a correct record.

**18/26 Disclosures of interest**

Councillors Bateson, Beatty, Caplin, and Clarke are also members of the Planning Committee.

Councillor Sinead Mooney declared she was also a member of the West Surrey Voluntary Joint Committee.

**19/26 Questions from members of the Public**

There were none.

### **20/26 Update on Spelthorne Business Growth Service**

The Committee received a presentation from Ray Lavery from CPG Executive Consulting Ltd on the Spelthorne Business Growth Service. Ray advised that although the early months of the year were expected to be quiet, targets for engagement had been achieved so far, with expectation to meet future targets. Ray outlined the different types of support that were offered for businesses and how they were tailored to what individual businesses required. Data against Key Performance Indicators was being collected and would be demonstrated later in the year as support for businesses embedded in practice.

The Committee noted the support that was provided for businesses as well as the different types of businesses that engaged with the service. The Committee acknowledged they would be provided with case studies in future to demonstrate the support provided and improvement to businesses.

The Committee **resolved** to note the update on the Spelthorne Business Growth Service.

### **21/26 Update on Ashford BID Project**

The Committee received a presentation on the Ashford Business Improvement District (BID) project from Andy Wilmott from Places Support Partnership. Andy advised the Committee that work was underway on the mobilisation and governance phase, and all info to-date was being reviewed to provide updated modelling and options for the BID proposal. The aim of the proposal was to meet the needs and demands of the business within the BID area and to ensure it was affordable for businesses. Conversations with key stakeholders were taking place, with a ballot date set for late 2026.

The Committee noted that some resident groups had been involved in conversations, but the focus of the BID was businesses as they would be the BID ratepayers.

The Committee **resolved** to note the update on the Ashford Business Improvement District project.

### **22/26 HSR/SLR Working Group Updates**

The Committee received an update from the Chair of the HSR/SLR Working Group on progress of Heathrow Rail since the Council indicated support for the project.

Councillor Bateson confirmed that Heathrow had acknowledged the three caveats outlined by the Council in their support. Future work included undertaking studies on Staines Moor and flood risk.

The Committee expressed a desire for the authority, and the successor authority, to continue to be involved in discussions about the rail project.

The Committee **resolved** to note the update on Heathrow Rail.

### **23/26 Chair's Update**

The Committee received an update from the Chair on work being undertaken for disposals in the regeneration portfolio, and the progress on the sale of Thameside House.

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

### **24/26 Urgent Actions**

There were none.

### **25/26 Forward Plan**

The Committee considered the forward plan for future committee business.

The Committee **resolved** to note the forward plan for future committee business.

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**Committee Report Checklist**

Please submit the completed checklists with your report. If final draft report does not include all the information/sign offs required, your item will be delayed until the next meeting cycle.

**Stage 1**

**Report checklist – responsibility of report owner**

ITEM	Yes / No	Date
Councillor engagement / input from Chair prior to briefing		
Relevant Group Head review	CH	29/05/26
MAT+ review (to have been circulated <b>at least 5 working days before Stage 2</b> )	Yes	29/05/26
This item is on the Forward Plan for the relevant committee	Yes	25/06/26
	Reviewed by	
Finance comments (circulate to Finance)	AB	03/06/26
Risk comments (circulate to Lee O’Neil)	LO	29/05/26
Legal comments (circulate to Legal team)	JC	03/06/26
HR comments (if applicable)	n/a	

For reports with material financial or legal implications the author should engage with the respective teams at the outset and receive input to their reports prior to asking for MO or s151 comments.

Do not forward to stage 2 unless all the above have been completed.

**Stage 2**

**Report checklist – responsibility of report owner**

ITEM	Completed by	Date rec’d
Monitoring Officer commentary – at least <b>5 working days before MAT</b>	DMO J. Clare	05/06/26
S151 Officer commentary – at least <b>5 working days before MAT</b>	T.Collier	03/06/26
Commissioner engagement	DM	09/06/26
	Delete as applicable:	No issues
Confirm final report cleared by MAT		

# Business, Infrastructure & Growth Committee

25 June 2026

<b>Title</b>	Demolition of 34 Kingston Road, Staines-upon-Thames (Oast House & Kingston Road Site)
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	Bruce Strong – Investment Asset Manager
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/A
<b>Corporate Priority</b>	Community Environment
<b>Recommendations</b>	<p><b>Committee is asked to:</b></p> <ul style="list-style-type: none"> <li>Approve the Group Head of Assets' submission of a Planning Application for the demolition of 34 Kingston Road, Staines-upon-Thames and the procurement of a contractor to carry out the demolition.</li> </ul>
<b>Reason for Recommendation</b>	34 Kingston Road is in a poor state of repair and is a health and safety concern. It is not cost effective to bring the property back into a good state of repair. In addition, the property is costing the Council c. £12,350 pa in empty home council tax. If the property is demolished, this charge will cease.

## 1. Executive summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li>34 Kingston Road forms part of the Oast House and Kingston Road car park regeneration site. When the site was purchased in 2019 the property was vacant, and in poor repair and we understand has been unoccupied for over 15 years.</li> <li>Over the past 7 years the property has remained vacant due to potential redevelopment of the site and has deteriorated further. It was not economically viable to bring the property back into repair.</li> </ul>	<ul style="list-style-type: none"> <li>The property is unsafe and dangerous.</li> <li>As the property is vacant and considered a 'second' property for Council Tax purposes it attracts a 300% surcharge, making the Council Tax for 2026/27 c. £12,350.</li> <li>It is not economically viable to bring the property back into residential use.</li> <li>The property is in an exceptionally poor condition making it a blight to the immediate area, which is causing complaints by neighbours.</li> </ul>

This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> <li>Submit a planning application to demolish the property, subject to necessary consents and in so doing remove any safety concerns with the property and save the ongoing council tax costs of c. £12,350 per annum.</li> </ul>	<ul style="list-style-type: none"> <li>Submit a planning application for consent to demolish the property and should the Application be successful, undertake the demolition.</li> </ul>

## 2. Key issues

- 2.1 The property is a 2 bed detached house that has been vacant for over 15 years. As the property is considered a second property for Council Tax purposes then it is subject to a 300% surcharge, making the Council Tax for 2026/27 c. £12,350. The future of the wider Oast House and Kingston Road site, of which this property forms part, is being reviewed and during this process, the Council will remain liable for holding costs during this period which could be a further 12 – 24 months.
- 2.2 The property is in a very poor condition with part of the first floor unsafe, presenting a health and safety concern, particularly if there was unauthorised access. A building survey was undertaken on the property which concluded that to make the building safe would cost c. £50,000 and to bring it back into use would be up to £350,000. See Appendix 1.
- 2.3 The property forms an important part of the Kingston Road and Oast House regeneration site, as it fronts the main road and gives the development site a regular shape, and including it in the regeneration site will maximise the redevelopment opportunity.
- 2.4 To demolish the property planning permission is required. Initial surveys in 2023 indicated that bats might be present and roosting in the building. Three emergence surveys are currently being undertaken with a final report likely to be released by the end of June which will clarify whether bats are present and which species are roosting. The first two surveys did not identify any bats being present.
- 2.5 Should the planning application be successful, and confirmation that bats are present in the building, our bat specialist has confirmed that prior to demolition bat boxes can be put up in the immediate area as alternative roosts. These, however, need to be on private land but can be on trees and buildings. The bat licence will determine appropriate roosts, but it may be that we can consider trees within our ownership of the residential properties at 38 and 42 Kingston Road. Ideally, we do not want to put them on our adjacent buildings as this will just transfer the bat issue.
- 2.6 The demolition will need to be undertaken in October or March when the bats are least likely to be present.
- 2.7 We have previously obtained quotes to demolish the property which ranged from £14,000 to £42,000 however if bats are present then this effects the method used to demolish the property with the removal of the roof required to be undertaken by hand and the property scaffolded to facilitate this. We have

retendered the demolition of the property on the basis the property has or does not have any bats, and the quotes are to be received by the 12<sup>th</sup> June.

- 2.8 The total cost of the planning application, dealing with any bats and demolition is likely to be between £33,000 and £68,000 (the variation being very dependent on the cost of demolition being the single largest cost) making it more cost effective to demolish the property than to make it safe and pay council tax for a further 12 – 24 months at a cost up to c. £75,000.

### 3. Options appraisal and proposal

- 3.1 Option 1 - The **preferred option** is to demolish the property subject to submitting the necessary planning application. This is the preferred option as it will remove the health and safety risk, it will stop any neighbour complaints and is the most cost-effective option, compared to bringing the property into a safe condition, and it ceases holding costs of up to £24,700 (for a two-year period).
- 3.2 Option 2 - Do not demolish the property but instead make the building safe, at a cost of £50,000, and pay holding costs of up to £24,700 until the site is sold. This is **not the preferred option**, as the cost to demolish the property is less than making the property safe and paying council tax for the period until the sale of the property completes. The property is very likely to be demolished by the purchaser of the wider site in due course anyway.
- 3.3 Option 3 – Secure the property with hoarding and install steel sheets to access points to reduce as much as possible any unauthorised access. While this is likely to be cheaper than options 1 and 2 this is **not the preferred option**, as the building will continue to deteriorate which could lead to the roof collapsing in and the council having to undertake immediate safety works and/or full demolition.

### 4. Risk implications

- 4.1 Not demolishing the property will leave the Council exposed to the potential risk that the building will collapse as its condition deteriorates further leaving a more immediate health and safety risk.
- 4.2 Gas and electricity services are still connected to the property which could present a risk, however these will be removed on demolition.
- 4.3 Until the final bat report is issued there is a risk that the assumed methodology in demolishing the property will be inaccurate and lead to a variation in the cost of demolition. The ecology company has however already provided some guidance on this methodology and is included in the demolition specification to minimise the risk.
- 4.4 The availability of suitable alternative roosts will determine whether a licence to 'relocate' the bats is granted.
- 4.5 Similarly, we do not know yet the level of involvement/time required by the ecology company to relocate any bats, however we have made an allowance in the budget based on a day rate and likely time for the ecologist.

- 4.6 We are unlikely to have the demolition quotes until the 12<sup>th</sup> June and therefore an estimate has been used based on the previous quotes.
- 4.7 If bats are present, the window for submitting the planning application, receiving consent and starting the demolition will need to be carefully managed to ensure the demolition can be undertaken during October.
- 4.8 To mitigate against the risk that planning for the demolition is not granted, we have taken advice from colleagues in planning on the form the application needs to take and considerations in the demolition methodology. We will also be instructing a planning adviser previously used by the Council to submit the application thereby reducing the chance of this happening.
- 4.9 The demolition contractor will need to set out clearly their methodology for dealing with demolition should bats be present, the presence of the ecologist and dealing with any asbestos in the upper parts of the building, potentially all at the same time.
- 4.10 The site is relatively small and next to a main road, and the demolition, if approved, will need to be undertaken appropriately. To mitigate any issues demolition contractor's method statement will be signed off by our health and safety team.

## **5. Financial implications**

- 5.1 The total cost of demolition (estimated between £33k and £68k) will be met from an approved Capital Programme budget for 2026/27 of £100k.
- 5.2 Implementation of this option will also result in revenue savings, as the annual council tax budget of £12k will no longer be required.
- 5.3 Retaining and renovating the property would require significant additional capital investment.
- 5.4 Therefore, the preferred option represents the most financially advantageous approach.

## **6. Legal comments**

- 6.1 Under paragraph 4.2 (f) Part 3 section (d) of the Scheme of Delegations to Officers the Group Head of Assets has delegated authority to make the application for planning permission in relation to Regulation 3 of the Town and Country Planning General regulations 1992 on behalf of the Council as developer where the financial impact does not exceed the value of £100,000 for the whole project.
- 6.2 The Council has statutory powers to enter into contracts for services and works pursuant to both the general power of competence under the Localism Act 2011 as well as powers under section 11 of the Local Government Act 1972. The exercise of these powers must be in compliance with the Council's Contract Standing Orders, Financial Regulations and Scheme of Delegation. Any applicable public procurement legislation must also be complied with.
- 6.3 Legal Services must be consulted as appropriate throughout the procurement and contract award process.

## **Corporate implications**

### **7. Commissioners' comments**

7.1

### **8. S151 Officer comments**

8.1 The S151 Officer confirms that all financial implications have been taken into account and that the recommendations can be fully funded from the 2026/27 Capital Programme Provision and will result in an ongoing saving against the Revenue Budget.

### **9. Monitoring Officer comments**

9.1 The Deputy Monitoring Officer confirms that the relevant legal implications have been taken into account.

### **10. Procurement comments**

10.1 The appointment of a demolition contractor should comply with the Council's Contract Standing Orders.

### **11. Equality and Diversity**

11.1 There are no perceived implications on equality and diversity if the recommendation is accepted.

### **12. Sustainability/Climate Change Implications**

12.1 The demolition of the property will enable any future development to be built to newer, more stringent environmental and sustainability standards. This will increase the efficiency of any future development over the continued use or commissioning of the existing structure.

However, embodied carbon within the existing building will be lost if the materials are not retained for further development or repurposed into a new structure/surface. This should be considered in the demolition contract.

### **13. Other considerations**

13.1 n/a.

### **14. Timetable for implementation**

14.1 The recommendation will be implemented immediately if approved.

**15. Contact – Bruce Strong, Asset Manager**

***Please submit any material questions to the Committee Chair and Officer  
Contact by two days in advance of the meeting.***

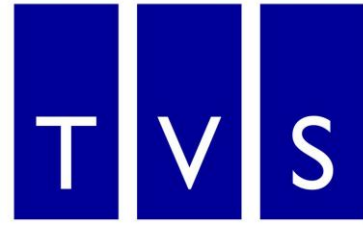
**Background papers: There are none.**

**Appendices:**

**Appendix 1 – Condition Report**

**Appendix 2 – Summary of Demolition Quotes – **to follow****

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Thames Valley Surveying

9 December 2025

Spelthorne Borough Council  
Council Offices, Knowle Green,  
Staines-upon-Thames,  
TW18 1XB

By Email Only

Dear Bruce,

**34 Kingston Road, Staines Upon Thames, Berkshire TW18 4NL - Dampness Defect Inspection**

This report lays out our findings and recommendations following an inspection of reported water damage and infestation at 34 Kingston Road, Staines Upon Thames, Berkshire TW18 4NL. Our inspections took place on 28<sup>th</sup> & 30<sup>th</sup> November 2025. Our report is compiled in accordance with our fee proposal letter dated 14<sup>th</sup> November 2025.

**Instructions**

We are instructed to:

1. Review any previous reports/background information to understand the history at this property.
2. Undertake a visual inspection of the external elements and internal areas of the property, if possible.
3. Provide a report with recommendations on any repairs that are required.
4. Undertake a condition survey (including the building and immediate external areas). Include both the interior and exterior of the property. Where access is safe and possible.
5. Carry out a drone survey of the roofs and high-level areas
6. Prepare an assessment of the condition with approx. costs to refurbish.
7. Undertake a general review of M&E installations

The areas of concern are the structural stability of the property, the wind and watertightness and the extent of any infestations.

**Background**

The property occupies a corner plot at the junction of Kingston Road and Coopers Lane. It is a two storey load bearing masonry building most commonly used as a domestic house. The property is not listed or in a conservation area. The property has been unoccupied since before July 2008. We can state this as the property can be seen overgrown by shrubs and boarded up in the google Streetview picture below.

Our report will look at the extent the condition of the property, the works needed to be undertaken to make it safe from collapse, the works needed to make it safe to occupy and the conditions we find at site today.

**The Site**



Figure 1 – Aerial view. 34 Kingston Road Staines marked by red square. Copyright Google Maps.

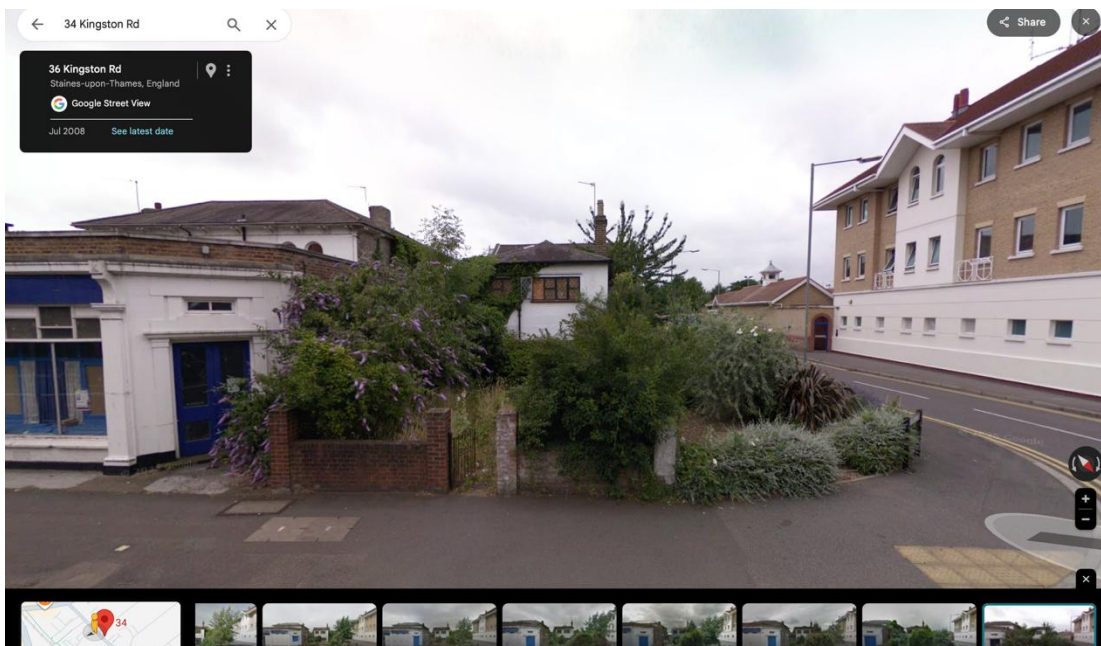


Figure 2 – Site In July 2008 - Copyright Google Maps.



Thames Valley Surveying

## **Executive Summary**

The building has reached a point where its demolition or wholesale refurbishment is now required.

The property has an ongoing Pigeon infestation with guano 25mm deep on most surfaces.

There are no fewer than 4 leaks through the main roof. Water ingress, coupled with a pigeon guano infestation has caused a number of the structural timbers to rot through. In our opinion collapse of the roof and part of the first floor is imminent without major structural repair.

Water ingress has also caused part of the first floor to collapse. The building is generally unsafe to enter without some safety propping.

The Pigeon infestation has led to a layer 25mm thick of guano on most surfaces in the loft and the first floor. This caustic substance has caused corrosion of the nail fixings. This has led to sagging and collapse of the plastered ceiling surfaces.

The services at the site are generally in a poor condition. They have remained untouched, unmaintained and unused for at least 15 years. All would now require complete overhaul to bring them back in to use.

In our opinion a budget of £250,000- £350,000 is now required simply to make the building safe, repair it and bring it back in to use as a 3 bedroom house. A breakdown of this sum is enclosed in the report below.

Without immediate works of at least £50,000 to stabilise the structure this sum is likely to increase this winter.

The alternative to the above is to demolish and clear the site. This we estimate would cost £25,000- £50,000. The site could then be re purposed increasing its density and providing usable accommodation.

We would recommend the site be sold to facilitate the latter option with the proceeds being given to Authority funds.

## Findings

On the day of our inspections the weather was dry, overcast, and cold. The external temperature was measured at 5°C with a relative humidity of 80%.

The exterior of the property is now substantially overgrown



Photo 1- Front Elevation – Overgrown External walls

The Front elevation faces Northeast.

This shows the load bearing masonry brick wall structure together with 3 inset metal frames windows and an inset timber framed main entrance door.

The front garden of the property is heavily overgrown with self-seeded shrubs and garden debris. It may be that there is contaminated material under the plant life, but this could not be determined during our survey. It is generally unsafe underfoot without protective footwear.

The West elevations runs along Coopers Close. This has a boundary wall that separates the site from the landscaped highway boundary. The landscaping is heavily overgrown. There are large self-seeded shrubs in both the building and the boundary wall. The lack of landscape management appears to have been occurring for many years. The picture below is from 2012. The wall is unsafe.



Photo 2- West Elevation – Site in June 2012 - Copyright Google Maps.

The boundary wall now is in poor condition. Several of the upper courses have become displaced by large self seeded plants. The boundary wall will require partial demolition and reconstruction.

One of the main issues are defects arising out of movement in the roof. This will be discussed more in the roof section below.

The rear wall of the house is in a fair condition for its age. Like the other main walls it has had no repair, maintenance or decoration for many years and this has led to its deterioration. If it is to be retained it will require pointing repair and wholesale redecoration at minimum. The inset windows and doors will also require overhaul/ replacement.



Photo 3 - Cracked render overgrown with shrubs

Roof

The roof of the property is one of the main areas of concern. The roof has a slate covering. This is supported by an cut timber framework.

This comprises 100mm by 50mm rafters supported at their mid-point by a 100mm by 75 mm purlin. These in turn support 38mm timber battens and the slate roof covering.

The roof slate covering is missing in no fewer than 5 places. One of these holes is in excess of 600mm by 600mm. The holes in the roof have been present for a number of years.



Photo 4- Holed Roof timber structure

The holes in the roof have and continue to let a large volume of water into the structure. The holes in the roof have also allowed a flock of pigeons to roost within the building for many years. The pigeons first roosted within the loft space. When the ceiling of the loft space collapsed into the first floor the birds were able to roost throughout the building.

The birds have contaminated the loft space with guano more than 25mm deep in most areas. This sits on top of the original nail fixed timber lathes that support the plaster first floor ceiling. Pigeon guano is known to be extremely acidic as well as toxic. The guano has over time rotted the nail fixings of the first-floor ceiling. The ceiling has partially collapsed in several areas. In the remainder the guano obscures the lathes condition. The whole of the first-floor ceiling will require removal and

replacement. All the pigeon guano will require removal from the loft space. This would need to be undertaken by a contamination specialist before any attempt to repair the roof could commence.



Photo 5- Collapsed first floor ceiling

The carpet of pigeon guano continues on the first floor where again the average depth is 10mm with a maximum depth of 25mm. This has had a similar effect of causing the collapse of part of the ground floor ceiling.

The water ingress through the roof has together with the guano softened the roof timber ties. These ties form the bottom of a triangle that ties together the two sides of the roof slope. With the failure of the ties the roof has started to spread outwards. This can be seen as cracking at the top of the external walls.



Photo 6- Guano covered timbers above collapsed first floor ceiling



Photo 7- Guano covered timbers above collapsed first floor ceiling



Photo 8- Rotted through roof tie

The water ingress has also rotted parts of the first-floor timber floor structure including decking, structural joists and ceiling. Parts of the first floor have already collapsed and other areas are soft underfoot.



Photo 9- Guano covered timbers above collapsed ground floor ceiling

In order to repair the first floor, structural propping will be required as the integrity of the first-floor joists cannot be assured.



Photo 10- Guano covered first floor finishes



Photo 11- Guano covered timbers above collapsed first floor ceiling

The windows at the property are all in need of replacement. Around 50% are completely missing with just bare brick openings evident. In others older single glazed steel frames are evident but the glazing is boarded over externally.



Photo 12- Missing windows

The kitchen at the property is also now derelict, guano covered and would require complete replacement.



Photo 13- Guano covered derelict kitchen

Building Services



*Photo 14 – Electrical meter and consumer unit.*

The property has a 100 amp single phase electrical supply. The supply is still live and a meter is fitted. Extreme caution should be taken within the building as there is a real risk of electrocution and death.

The property is unsafe due to the extensive water ingress and the presence of the guano contamination. We recommend that Scottish and Southern Electricity (SSE) be asked to cut the building off from the mains supply or at the very least remove the mains fuse.

The building has a bath and basin fitted. These are linked to a hot water supply. There is an electric over bath shower unit. All the fitting are contaminated with guano and will require replacement.



Photo 15- Guano covered bathroom fittings

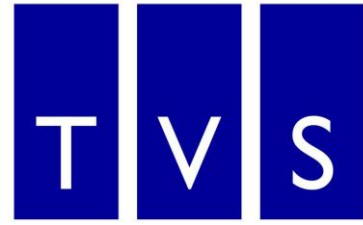
Due to the presence of the guano and the soft floor areas we were unable to find the radiator hot water source. this is often a boiler or electric heater unit. For the purposes of this report we note all the steel panel radiators are covered in guano. They will require replacement.

Approx Costs

Our outline of the costs to make safe, repair and make good the building is set out in the table below, please note that these costs are very approximate as the survey was very limited due to the condition of the property.

Boundary landscaping		£5,500
Structural Timber Repairs		£10,000
Guano Decontamination		£20,000
Ceiling repairs		£12,000
Roof covering and repairs/overhaul		£45,000
Floor Timber repairs		£9,500
Windows and door replacement		£25,000
Electric Repairs / Rewiring		£7,500
New plumbing		£15,000
Gas safe inspection and service		£1,500
Drainage cleaning and Repairs		£2,500
Replacement Kitchen		£7,500
Floor coverings throughout		£15,000
Decoration		£12,000
Scaffolding and Propping		£20,000
<b>Sub Total</b>		<b>£208,000</b>
Contractor's OH&P @ 25%	15%	£52,000
Contingency 15%	15%	£31,200
<b>Sub Total</b>		<b>£260,000</b>
<b>Monitoring surveyor/management of works @ 15%</b>	<b>15%</b>	<b>£39,000</b>
<b>ESTIMATED GRAND TOTAL OF WORKS</b>		<b>£299,000</b>
<b>VAT @20%</b>	<b>20%</b>	<b>£59,800</b>

Recommend a budget of £250-350,000 given all the unknown potential costs



Thames Valley Surveying

### **Conclusion**

The property is open to the elements and an ongoing pigeon infestation. The building has partially collapsed.

The collapse will continue unless arrested with significant further structural failure likely within the next few months.

We have suggested a cost to make the building wind, watertight and usable would be in the order of £250,000-£350,000. The cost to demolish the building would be approx. £25-50k in our opinion.

An alternative would be sell the site to a developer in its current condition on an open auction basis. That would have the benefit of removing the risk from the building owners as soon as practicable.

The building has lain disused for nearly 15 years, time and the elements have caught up with the structure.

### **Recommendations**

We would recommend that the building be either demolished or sold for redevelopment.

Please do not hesitate to contact me if you require any further clarification.

Yours sincerely

**Nigel McDonough MRICS**

**Thames Valley Surveying Limited**

E: [nigel@thamesvalleysurveying.co.uk](mailto:nigel@thamesvalleysurveying.co.uk)

## **Consultation on proposed Council Transitional Plan**

### **Business Infrastructure and Growth Committee 25 June 2026**

A proposed Council Transitional Plan was endorsed by the Corporate Policy and Resources Committee (CPRC) on 26 May 2026 for consultation with the Council's Service Committees. Given the pressing timescales for agreeing and implementing the Plan, the Chair has agreed that this matter will be considered through an open discussion at this meeting.

The actions set out in the proposed Transitional Plan are attached at **Appendix A**. The areas most relevant to this Committee are highlighted in yellow within those slides.

#### **Notes**

Due to a range of significant constraints, including Surrey Local Government Reorganisation, it is no longer feasible to deliver the full programme set out in the Council's Corporate Plan 2024–2028. The proposed Transitional Plan therefore provides a clear and focused framework for the Council's final phase as an independent authority. It aims to ensure the continued delivery of services to residents, support for staff, and to position the Council to play an active role in shaping a financially sustainable and resilient West Surrey unitary authority.

The Plan is built around a defined set of deliverable actions aligned to the original CARES corporate priorities, refined to reflect the current operating environment and the ongoing requirement to deliver both statutory and discretionary services. Overall, it seeks to ensure that Spelthorne Borough Council leaves a stable, well-managed, and sustainable legacy, supporting a smooth transition to the new unitary authority.

This approach is intentionally pragmatic and focused on delivery, recognising the significant resource and time constraints faced by the Council. All actions within the Transitional Plan are expected to be delivered within existing budgets and resources. As the 2026/27 budget has already been set, any additional actions proposed must also be accommodated within current financial and staffing resources. Members are therefore asked to identify how any new proposals would be funded, for example through reprioritisation of existing work or the use of available grant funding.

Feedback from Service Committees will be used to refine the Transitional Plan as necessary before it is reported back to July CPRC, with a recommendation for approval by Full Council.

#### **Recommendation**

Members of this Committee are asked to consider the proposed Transitional Plan and provide comments on any areas relevant to the Committee's remit.

#### **Contact:**

Lee O'Neil, Deputy Chief Executive

Terry Collier, Deputy Chief Executive

### **Further background information:**

A full copy of the 26 May 2026 CPRC report and its appendices can be accessed via the following links:

Report:

<https://democracy.spelthorne.gov.uk/documents/s78399/Draft%20Report%20-%20Council%20Transitional%20Plan.pdf>

Transitional Plan:

<https://democracy.spelthorne.gov.uk/documents/s78400/Appendix%20A%20-%20Draft%20Council%20Transitional%20Plan%202026-27.pdf>

Key achievements under Corporate Plan 2024-28:

<https://democracy.spelthorne.gov.uk/documents/s78401/Appendix%20B%20-%20Key%20actions%20delivered%20under%20Corporate%20Plan%202024-28.pdf>

# Community

	<b>ACTION</b>	<b>DELIVERABLES</b>
1	Take a proactive, partnership-led approach to reducing anti-social behaviour (ASB), ensuring residents feel safe in their communities.	<ul style="list-style-type: none"> <li>• Issues will be addressed effectively and consistently, in a timely manner, using the full range of available enforcement powers including Public Spaces Protection Orders, Community Protection Notices and injunctions.</li> <li>• Work with partners to establish a data sharing agreement with the Home Office to manage risks effectively.</li> </ul>
2	Provide additional community facilities which support more active lifestyles and improved health and wellbeing for residents of all ages to provide a lasting legacy into the new West Surrey Council.	<ul style="list-style-type: none"> <li>• Progress plans for a Multi-Use Games Area and deliver a new, inclusive playground in Staines-upon-Thames.</li> <li>• Complete installation of new play areas in Halliford Recreation Ground and Staines Park, and upgrading play areas in Orchard Meadow, Spelthorne Grove and Greenfield Recreation Ground.</li> </ul>
3	Support communities to take pride in where they live by encouraging residents to help protect and care for the borough.	<ul style="list-style-type: none"> <li>• Deliver a further phase of the Love Where You Live campaign.</li> <li>• Encourage groups to respect their place and act to look after their neighbourhood.</li> <li>• Promote the 'report it' tool on the website.</li> </ul>
4	Promote awareness and understanding of the needs, opportunities and contribution of Spelthorne's communities to West Surrey Council.	<ul style="list-style-type: none"> <li>• Prepare information material which describes Spelthorne's features and distinctive issues.</li> <li>• Design and deliver a promotional campaign featuring issues and proposals to West Surrey Council to inform future plans.</li> </ul>

# Addressing Housing Need

	ACTION	DELIVERABLES
1	Accelerate housing delivery to meet identified local need	<ul style="list-style-type: none"> <li>• Develop an affordable housing supplementary planning document (by 30 June).</li> <li>• Review the future of Knowle Green Estates (KGE) as a housing provider.</li> <li>• Ensure the Council's 5-year land supply is robust and develop a five-year programme to deliver the housing numbers set out in the adopted Local Plan.</li> <li>• <b>Develop and implement a plan to deliver affordable housing, including use of the Council's regeneration sites and surplus sites.</b></li> <li>• Strengthen partnership working with Registered Providers and ensure nominations agreements are put in place and fully accessed.</li> </ul>
2	Regulate the quality and spread of Houses in Multiple Occupation (HMOs)	<ul style="list-style-type: none"> <li>• Following the implementation of the new HMO Supplementary Planning Document (SPD), and borough-wide licensing, ensure that robust enforcement action is taken where necessary.</li> <li>• Review progress and operations by September 2026.</li> <li>• Review options for further development of the Council's HMO licensing scheme to provide greater alignment with the Council's HMO SPD.</li> </ul>
3	Reduce reliance on temporary accommodation and associated costs by taking a proactive and preventative approach to homelessness.	<ul style="list-style-type: none"> <li>• Increase access to sustainable housing solutions.</li> <li>• Reduce the number of households in nightly paid temporary accommodation to 50.</li> <li>• Reduce the average number of days for households in temporary accommodation from 215 days to 120 days by the end of 2026/27.</li> </ul>

# Resilience

	ACTION	DELIVERABLES
1	Deliver financial recovery and long-term sustainability by responding to Government Directions.	<ul style="list-style-type: none"> <li>• Reduce debt by £170m in 2026/27 by implementing a programme of asset rationalisation, in accordance with the Council's Medium Term Financial Strategy.</li> <li>• Deliver the savings and efficiencies identified in the budget for 2026/27.</li> </ul>
2	Support local economic growth.	<ul style="list-style-type: none"> <li>• Assisting 80 start-up and early-stage businesses through the Business Hub and targeted training programmes.</li> <li>• Facilitate the establishment of an Ashford Business Improvement District.</li> <li>• Engage with the major local businesses to facilitate their long-term plans, their continuing support for community and civic activities and the careful transition of key relationships during LGR.</li> </ul>
3	Develop an engagement programme to ensure local community groups and business networks are aware of transition issues from SBC to WSC.	<ul style="list-style-type: none"> <li>• Promote the case for a transitional arrangement to West Surrey Council to ensure continuity of support for community organisations (including the voluntary sector) and small grants schemes.</li> </ul>

# Environment

	<b>ACTION</b>	<b>DELIVERABLES</b>
1	Support Spelthorne’s long-term interests in the development of Heathrow expansion proposals and the River Thames Scheme.	<ul style="list-style-type: none"> <li>• Effective political and officer engagement with Heathrow Airport Limited.</li> <li>• Ensure sufficient resourcing available to engage and respond effectively to all aspects of the Development Consent Order (DCO) process.</li> <li>• Continue to work with the Environment Agency and other partners to support progress of the DCO for the River Thames Scheme.</li> </ul>
2	Commence the required review of Spelthorne’s Local Plan, the Staines Masterplan and other ancillary planning policy documents.	<ul style="list-style-type: none"> <li>• Progress the review of the Local Plan and complete Gateway 1 requirements outlined in Local Plan regulations by mid-October 2026.</li> <li>• Apply for PropTech Innovation Fund Round 6 funding to accelerate the adoption of digital planning tools to fast track the plan-making process.</li> <li>• Complete consultation with residents on Staines Masterplan proposals and deliver site briefs by end of June 2026 with a target of September for adoption of the Masterplan.</li> <li>• To adopt a new Climate Change SPD by end of June 2026.</li> </ul>
3	Reduce the Council’s environmental footprint.	<ul style="list-style-type: none"> <li>• Transitioning the Council fleet from diesel to biodiesel, reducing fleet emissions by up to 98.5%.</li> <li>• Plant 70 new trees.</li> </ul>

# Services

	ACTION	DELIVERABLES
1	Continue to deliver high-quality services that meet residents' expectations.	<ul style="list-style-type: none"><li>• Track, collate, and report on customer satisfaction by analysing data from consultations, feedback exercises, and complaint responses.</li><li>• Use data to inform a structured programme of customer satisfaction and feedback actions, with clear priorities, ownership, and regular monitoring to drive continuous service improvement.</li></ul>
2	Champion Spelthorne's service needs, strengths and partnerships while engaging constructively in Local Government Reorganisation.	<ul style="list-style-type: none"><li>• Ensuring local priorities are understood and reflected as part of a successful transition to West Surrey Council.</li></ul>
3	Support and prepare staff for transition into West Surrey Council.	<ul style="list-style-type: none"><li>• Rebuilding confidence through training and development, strong leadership, clear priorities and effective, consistent communication.</li></ul>

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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.

Please direct any enquiries about this Plan to [CommitteeServices@spelthorne.gov.uk](mailto:CommitteeServices@spelthorne.gov.uk).

## Spelthorne Borough Council

### Service Committees Forward Plan and Key Decisions for 1 June 2026 to 31 March 2027

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
Business, Infrastructure and Growth Committee 25 06 2026	Demolition of a site on Kingston Road	Key Decision	Public	Bruce Strong, Investment Asset Manager
Business, Infrastructure and Growth Committee 25 06 2026	Governance Assurance Register	Key Decision	Public	Lee O'Neil, Deputy Chief Executive
Business, Infrastructure and Growth Committee 25 06 2026	Transitional Corporate Plan	Key Decision	Public	Gordon Mitchell, Interim Chief Executive
Business, Infrastructure and Growth Committee 25 06 2026	Update on Ashford Business Improvement District	Key Decision	Public	Julia Owen, Senior Economic Development Officer
Business, Infrastructure and Growth Committee 25 06 2026	Update on Business Growth Service	Key Decision	Public	Chris Norrington, Economic Development Manager
Business, Infrastructure and Growth Committee 30 07 2026	Endorsement of Ashford BID process	Key Decision	Public	Chris Norrington, Economic Development Manager

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Business, Infrastructure and Growth Committee 01 10 2026	Ashford BID Business Plan	Key Decision	Public	Julia Owen, Senior Economic Development Officer
Business, Infrastructure and Growth Committee 01 10 2026	Regeneration Sites Update	Key Decision	Private	Sian Bowen, Principal Asset Manager, Bruce Strong, Investment Asset Manager
Business, Infrastructure and Growth Committee 01 10 2026	Update on Ashford BID Project	Key Decision	Public	Julia Owen, Senior Economic Development Officer
Business, Infrastructure and Growth Committee 12 11 2026	Governance Assurance Register	Key Decision	Public	Lee O'Neil, Deputy Chief Executive
Business, Infrastructure and Growth Committee 12 11 2026	Update on Ashford BID Project	Key Decision	Public	Julia Owen, Senior Economic Development Officer
Business, Infrastructure and Growth Committee 11 03 2027	Governance Assurance Register	Key Decision	Public	Lee O'Neil, Deputy Chief Executive

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