



Please reply to:

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Date: 19 September 2025

Notice of meeting

Commercial Assets Sub-Committee

Date: Monday, 29 September 2025

Time: 1.30 pm

Place: Council Offices, Knowle Green, Staines-upon-Thames

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 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

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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

The minutes of the meeting held 15 September 2025 will be considered at the next meeting to be held on 20 October 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. Forward Plan

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

6. 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.

7. Charter Building Lease Renewal

Report to follow

8. Elmsleigh Lease Renewal

Report to follow

9. Property Management Contract, Investment Portfolio

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Committee is asked to:

1. Approve the awarding of a new 2 plus 1 year property management contract to the company mentioned in the terms of the exempt report; and
2. Authorise the Group Head Corporate Governance to enter into the property management agreement and any other ancillary documentation.

10. Annual Commercial Property Report for Financial Year 2024/5 19 - 56

To receive an update on the Annual Commercial Property Report for Financial Year 2024/25.

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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.

Commercial Assets Sub-Committee Forward Plan

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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 29 09 2025	Property Management Contract, Investment Portfolio	Key Decision	Private	Sian Bowen, Principal Asset Manager
Commercial Assets Sub-Committee 29 09 2025	Charter Building Lease Renewal	Key Decision	Public	Mark Stanton, Investment Asset Manager
Commercial Assets Sub-Committee 29 09 2025	Elmsleigh Lease Renewal	Key Decision	Public	Sian Bowen, Principal Asset Manager
Commercial Assets Sub-Committee 29 09 2025	Commercial Annual Investment Report 2024/25	Key Decision	Private	Katherine McIlroy, Asset Manager
Commercial Assets Sub-Committee 20 10 2025	Assets Risk Register	Key Decision	Public	Sian Bowen, Principal Asset Manager
Commercial Assets Sub-Committee 20 10 2025	Hammersmith Grove Strategy	Non-Key Decision	Private	Katherine McIlroy, Asset Manager
Commercial Assets Sub-Committee 20 10 2025	Public Works Loan Board Discounts	Key Decision	Public	Terry Collier, Deputy Chief Executive, Ola Owolabi, Interim Chief Accountant
Commercial Assets Sub-Committee 17 11 2025	Service Plan	Non-Key Decision	Public	Coralie Holman, Group Head - Assets

Corporate Policy and Resources Committee 01 12 2025	Annual Commercial Property Report for Financial Year 2024/5	Non-Key Decision	Private	Katherine McIlroy, Asset Manager
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