



Please reply to:

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Date: 26 January 2026

Notice of meeting

Business, Infrastructure and Growth Committee

Date: Tuesday, 3 February 2026

Time: 8.30 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)	J.R. Boughtflower	M. Gibson
S.C. Mooney (Vice-Chair)	M. Buck	S. Gyawali
C. Bateson	D.C. Clarke	K. Howkins
S.N. Beatty	R.V. Geach	J.R. Sexton

Substitute Members: Councillors T. Burrell, J.P. Caplin, L. E. Nichols and P.N. Woodward

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. Disclosures of interest

To receive any disclosures of interest from members in accordance with the Members' Code of Conduct.

3. Business, Infrastructure & Growth Committee - Budget, Fees and Charges and Capital Programme for 26/27

3 - 10

Committee is asked to review the draft Capital Programme Budget for 2026/27 for the Corporate Policy and Resources Committee.

4. 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.

5. Spelthorne Jobs and Skills Hub - Future Options

Committee is asked to approve the recommendations as outlined in the exempt report.

Draft Detailed Budget 2026/27 - Business Infrastructure Committee					Appendix B
22 January 2026					
Service Expenditure					
11599	Planned Maintenance Programme	25/26 £	26/27 £	Movement £	Commentary on significant Year on Year movements
115991001	Salaries	176,500	192,100	15,600	
115991101	National Insurance	24,600	27,000	2,400	
115991111	Superannuation	31,200	45,200	14,000	
115991207	Stand By allowance	3,800	3,800	0	
115991601	Professional subscriptions	400	400	0	
115991803	Employee related insurance	700	800	100	
115992001	Responsive maintenance	363,000	386,300	23,300	£116k movement from the Sunbury LC budget into a single cost centre for Sunbury LC Maintenance 2. In addition, £100k of savings was also offered up.
115992002	Programmed Maintenance	672,500	516,000	(156,500)	
115992007	Improvements and Adaptation	132,600	135,300	2,700	£156.5k offered up as savings due to refinement of planned maintenance requirements
115993902	Essential User Car Allowance	4,200	4,200	0	
115994552	Computer Software	7,400	8,200	800	
115997151	Other Reimbursements	(3,500)	(3,500)	0	
		1,413,400	1,315,800	(97,600)	
14802	Charlton Hall	25/26 £	26/27 £		Commentary
148027501	Rents	(12,000)	(12,000)	0	
		(12,000)	(12,000)	0	
14805	St Martins Hall	25/26 £	26/27 £		Commentary
148057501	Rents	(11,000)	(12,000)	(1,000)	
		(11,000)	(12,000)	(1,000)	
14807	Redcross Hall Shepperton	25/26 £	26/27 £		Commentary
148077501	Rents	(5,400)	(5,400)	0	
		(5,400)	(5,400)	0	
20401	Staines Market	25/26 £	26/27 £		Commentary
204012216	Hard Surfaces	8,500	8,500	0	
204012301	Electricity	2,700	2,700	0	
204012404	Business Rates	29,600	29,600	0	
204012412	Bid Levy	1,100	1,100	0	
204015012	External Contracts	96,700	99,500	2,800	inflationary increases applied against this line as part of general housekeeping
204017501	Rents	(200,000)	(200,000)	0	

Draft Detailed Budget 2026/27 - Business Infrastructure Committee			Appendix B		
22 January 2026					
		(61,400)	(58,600)	2,800	
21125	Hanover House	25/26 £	26/27 £		Commentary
211252301	Electricity	7,600	7,600	0	
211252404	Business Rates	75,000	75,000	0	
211252405	Water Charges	1,000	1,000	0	
211252408	Premises Insurance	1,500	1,500	0	
211254417	Security services	5,000	2,400	(2,600)	
211254979	Other Miscellaneous Expenses	0	1,500	1,500	Additional maintenance budget required to void premises for security measures
		90,100	89,000	(1,100)	
21134	Oast House	25/26 £	26/27 £		Commentary
211342001	Responsive maintenance	5,000	5,000	0	
211342301	Electricity	1,500	1,500	0	
211342302	Gas	1,200	1,200	0	
211342405	Water Charges	1,000	1,000	0	
211342408	Premises Insurance	3,100	3,100	0	
211342411	Council tax (void property)	0	12,000	12,000	34 Kingston Rd residential unit - high Council Tax charges appealed in parallel with progressing options for building demolition
211344905	Marketing	0	0	0	
211344979	Other Miscellaneous Expenses	0	4,500	4,500	Budget to meet ongoing pest control costs
211347501	Rents	(34,800)	(28,000)	6,800	
		(23,000)	300	23,300	
21142	Ashford Hospital - Victory Pla	25/26 £	26/27 £		Commentary
211424417	Security Services	0	30,000	30,000	Security costs to secure the site
		0	30,000	30,000	
21149	White House Residential	25/26 £	26/27 £		Commentary
211494401	Consultants fees	0	0	0	
211494406	Legal and Court Costs	0	0	0	
211494905	Marketing	0	0	0	
		0	0	0	
21150	Benwell P2	25/26 £	26/27 £		Commentary
211504401	Consultants fees	0	0	0	
211504406	Legal and Court Costs	0	0	0	

Draft Detailed Budget 2026/27 - Business Infrastructure Committee				Appendix B
22 January 2026				
211504905	Marketing	0	0	0
		0	0	0
21301	Economic Development	25/26 £	26/27 £	Commentary
213011001	Salaries	177,400	110,800	(66,600) 2x posts deleted
213011003	Committee Attendance	500	500	0
213011101	National Insurance	23,900	15,500	(8,400) As above
213011111	Superannuation	30,600	25,600	(5,000) As above
213011209	Fire Wardens Allowance	200	0	(200)
213011803	Employee related insurance	300	300	0
213013902	Essential User Car Allowance	2,400	2,400	0
213013905	Car Mileage Allowance	600	600	0
213014301	Internal printing	100	100	0
213014302	External printing	0	800	800
213014701	Subscriptions General	3,500	6,000	2,500
213014905	Marketing	0	38,000	38,000 Sponsorship;- Riverboat .6K; Business Plan Comp .5K; Visit Staines 10K; Social Media Contract £24.4K; Village Matters £1.5k; Budget increase to £38K requested 18/12
213014949	Stimulate Economic Activity	77,400	32,300	(45,100) Engagement Support 5k; SBF Grant 10K; CRM 2K; Website Hosting £2.5K Events 10K; Photoshop Licence .3K
213014979	Other Miscellaneous Expenses	2,000	0	(2,000)
		318,900	232,900	(86,000)
21303	Staines BID	25/26 £	26/27 £	Commentary
213032412	Bid Levy	5,000	5,000	0
213034949	Stimulate Economic Activity	0	47,600	47,600 Ashford BID Project added one-off; +2x £4,375 rebalot process required for Staines & Ashford BIDs; Ashford ballot is a one-off process & Staines will not recur for 5 years (2031/32); reduction in Ashford Bid to £38.8K requested 18/12
		5,000	52,600	47,600
21304	Business Incubator	25/26 £	26/27 £	Commentary
213042301	Electricity	81,600	0	(81,600) Closure of Business incubator at Summit Centre, relocation to Knowle Green
213042302	Gas	16,300	0	(16,300)
213042405	Water Charges	2,600	0	(2,600)
213042501	F&F Purchases	3,100	0	(3,100)
213042601	Cleaning materials	500	0	(500)
213042602	Window cleaning	1,200	0	(1,200)
213042603	Trade waste collection	1,200	0	(1,200)
213042604	Contract cleaning	2,300	0	(2,300)
213042605	Collection of Rubbish & Recycl	1,000	0	(1,000)
213042606	Cleaning General	4,000	0	(4,000)

Draft Detailed Budget 2026/27 - Business Infrastructure Committee				Appendix B	
22 January 2026					
213042701	Service Charge	35,700	0	(35,700)	
213044101	Food Purchases	1,300	2,200	900	
213044102	Catering Supplies (Non Food)	1,400	0	(1,400)	
213044306	Printing Art work and Design	500	0	(500)	
213044401	Consultants fees	32,000	42,400	10,400	
213044510	TV Licence	200	0	(200)	
213044564	Networking	10,100	0	(10,100)	
213044905	Marketing	0	4,000	4,000	
213047151	Other Reimbursements	(20,000)	(20,000)	0	
213047526	Incubator Desk Hire	0	(6,000)	(6,000)	
213047527	Incubator Office Rental	(156,500)	0	156,500	
		18,500	22,600	4,100	Funded from NNDR retention reserve (Ec Dev)
21306	Spelthorne Youth Hub	25/26 £	26/27 £		Commentary
213061001	Salaries	100,600	93,600	(7,000)	1x Temp Employment & Skills Worker reduction in hours from 1FTE to 0.6 FTE
213061101	National Insurance	13,400	12,300	(1,100)	As Above
213061111	Superannuation	17,300	21,600	4,300	As above & increased pension rate
213062301	Electricity	15,000	15,000	0	
213062404	Business Rates	0	6,500	6,500	
213062405	Business Rates	0	200	200	
213062601	Cleaning materials	400	400	0	
213062602	Window cleaning	0	600	600	
213062605	Collection of Rubbish & Recycl	1,700	800	(900)	
213062606	Cleaning General	3,000	3,000	0	
213062701	Service Charge	10,000	6,000	(4,000)	
213063902	Essential User Car Allowance	3,400	3,400	0	
213064004	Operational equip mats & suppl	0	100	100	
213064043	Printers consumables	1,200	1,000	(200)	
213064101	Food Purchases	0	600	600	
213064306	Printing Art work and Design	5,000	1,200	(3,800)	Reduction as last year rebranded
213064401	Consultants fees	40,400	58,200	17,800	Cost of 3x P/T Consultants
213064510	TV Licence	0	200	200	
213064564	Networking	5,000	400	(4,600)	£4.6K was a one-off budget in 25/26
213064701	Subscriptions General	0	300	300	
213067013	Other Government Grants	(42,000)	(55,500)	(13,500)	Yr 5 DWP Funding 1/4/26-30/11/26
213067067	SCC reimbursement	(54,000)	0	54,000	SCC Grant (Direct Award Contract); we are not getting this as was one-off grant
		120,400	169,900	49,500	Funded from NNDR retention reserve (Ec Dev)
26901	Bus Station	25/26 £	26/27 £		Commentary
269012216	Hard Surfaces	2,400	0	(2,400)	Part of 2025-26 savings list
269012404	Business Rates	20,800	20,800	0	
269012412	Bid Levy	300	300	0	

Draft Detailed Budget 2026/27 - Business Infrastructure Committee				Appendix B
22 January 2026				
269012604	Contract cleaning	2,400	2,400	0
		25,900	23,500	(2,400)
30132	Asset Management Admin	25/26 £	26/27 £	Commentary
				Net salary savings from Property Admin Assistant post and Investment Asset Manager post offered up in 2026-27
301321001	Salaries	815,300	749,300	(66,000)
301321002	Overtime	0	10,800	10,800
301321003	Committee attendance	0	800	800
301321101	National Insurance	113,700	105,200	(8,500)
301321111	Superannuation	141,200	173,300	32,100
301321212	Additional Allowance	0	5,000	5,000
301321120	AVC Salary Sacrifice	100	100	0
301321209	Fire Wardens Allowance	0	200	200
301321210	ILO allowance	200	200	0
301321601	Professional subscriptions	500	2,400	1,900
301321606	Cash Alternative to leased car	5,700	5,900	200
301321701	Professional and CPD training	1,800	1,800	0
301321803	Employee related insurance	700	2,900	2,200
301323902	Essential User Car Allowance	12,400	11,200	(1,200)
301323905	Car Mileage Allowance	400	600	200
301324301	Internal printing	500	900	400
301324401	Consultants fees	72,900	50,000	(22,900)
301324403	Valuers	41,200	42,000	800
301324412	Land registry	2,800	2,900	100
301324511	Telephones call charges	1,200	300	(900)
301324552	Computer Software	37,800	87,100	49,300
301324990	Set-aside contributions	(495,600)	(510,400)	(14,800)
301327151	Other Reimbursements	(361,900)	(391,600)	(29,700)
301327305	Other fees - Premises	(4,400)	(4,600)	(200)
		386,500	346,300	(40,200)
30502	Internal Printing	25/26 £	26/27 £	Commentary
305024022	Office Equipment Leasing	1,000	500	(500)
305024042	Printers Lease chg	12,800	13,100	300
305024043	Printers consumables	500	500	0
305024051	PrintUnit Supplies Letterheads	0	0	0
305024052	PrintUnit Supplies White Paper	10,200	10,000	(200)
305024053	PU Supplies Coloured Paper	0	0	0
305024057	Print Unit Supplies Paper	1,600	1,600	0
305024308	Printing recharge (Credit)	(27,000)	(27,000)	0
305024552	Computer Software	600	600	0

Draft Detailed Budget 2026/27 - Business Infrastructure Committee			Appendix B		
22 January 2026					
		(300)	(700)	(400)	
30504	External Printing	25/26 £	26/27 £		Commentary
305044302	External printing	16,100	16,100	0	
305044308	Printing recharge (Credit)	(6,000)	(6,000)	0	
		10,100	10,100	0	
30703	Facilities Management	25/26 £	26/27 £		Commentary
307031001	Salaries	192,800	145,900	(46,900)	Net salary savings from Facilities Manager Post deleted
307031002	Overtime	2,000	2,000	0	
307031101	National Insurance	25,400	19,100	(6,300)	
307031111	Superannuation	33,600	34,000	400	
307031120	AVC Salary Sacrifice	100	0	(100)	
307031202	First Aid Allowance	500	400	(100)	
307031209	Fire Wardens Allowance	600	600	0	
307031803	Employee related insurance	500	600	100	
307032301	Electricity	49,100	63,600	14,500	2526 prices are slightly higher than expected therefore bringing it more inline with actual prices
307032302	Gas	16,200	25,000	8,800	2526 prices are slightly higher than expected therefore bringing it more inline with actual prices
307032404	Business Rates	252,600	266,100	13,500	
307032405	Water Charges	6,100	6,200	100	
307032602	Window cleaning	2,400	3,200	800	
307032603	Trade waste collection	9,400	9,600	200	
307032604	Contract cleaning	54,100	58,800	4,700	
307033902	Essential User Car Allowance	1,200	800	(400)	
307034002	Operational Equipment Maint.	10,200	10,400	200	
307034003	Operational equipment leasing	1,300	1,300	0	
307034010	Flexitime Expenses	5,000	5,100	100	
307034103	Tea Trolley provisions	6,100	6,200	100	
307034202	Uniforms	1,000	500	(500)	
307034301	Internal printing	1,000	0	(1,000)	Not required as no spend in 2526
307034302	External printing	3,100	3,200	100	
307034316	Shredding	2,600	2,700	100	
307034511	Telephones call charges	1,800	1,300	(500)	
307034979	Other Miscellaneous Expenses	2,100	2,100	0	
307037151	Other Reimbursements	(17,400)	(18,800)	(1,400)	
307037503	Licences/ Wayleaves/ Easements	(6,700)	(6,700)	0	
		656,700	643,200	(13,500)	
30705	Office Services	25/26 £	26/27 £		Commentary

Draft Detailed Budget 2026/27 - Business Infrastructure Committee					Appendix B
22 January 2026					
307054021	Office Equipment Purchase	4,300	4,000	(300)	
307054023	Office Equipment Maintenance	2,600	2,600	0	
307054031	Office Furniture Purchase	6,400	4,500	(1,900)	
307054311	Office Stationery	10,700	10,900	200	
307054507	Postage Envelopes	4,400	4,500	100	
307054516	Mobile phones	3,600	4,000	400	
		32,000	30,500	(1,500)	
31002	General Property Expenses	25/26 £	26/27 £	Movement	Commentary
310022301	Electricity	0	1,000	1,000	Vacant void costs for the old Staines library site for half the year
310022302	Gas	0	1,000	1,000	Vacant standing charge for the old Staines library site for half the year
310022401	Rents	5,900	5,000	(900)	
310022404	Business Rates	0	15,000	15,000	50% mitigation of business rates (RV is £58,500) for half the year for the old library site
310022405	Water Charges	1,600	1,000	(600)	
310022408	Insurance	11,200	11,400	200	
310024403	Valuers	25,500	25,000	(500)	
310024404	Surveyors	200	0	(200)	
310024406	Legal & Court Costs	0	5,000	5,000	Increased possession, boundary claims and third party trespass i.e. regaining possession
310027501	Rents	(102,200)	(180,500)	(78,300)	Some Municipal rent increases as well as additional income from Knowle green nursery
310027503	Licences/ Wayleaves/ Easements	(23,400)	(15,800)	7,600	Reduction in request for landlords consent resulting in a reduced number of approval licenses being issued
		(81,200)	(131,900)	(50,700)	
31101	Staines Elmsleigh Centre	25/26 £	26/27 £		Commentary
311017502	Ground Rents	(373,300)	(385,200)	(11,900)	
		(373,300)	(385,200)	(11,900)	
Business Infrastructure Committee Service Expenditure Total		2,509,900	2,360,900	(149,000)	
		0	0		

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