
Decisions taken at the meeting held on Monday, 15 April 2024.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT:

5. UNREASONABLY PERSISTENT, VEXATIOUS OR ABUSIVE COMPLAINTS POLICY*

Committee **resolved** to:

1. Agree the Council adopting an Unreasonably Persistent, Vexatious or Abusive Complaints Policy as outlined in the report,
2. Delegate to the Monitoring Officer to make any consequential changes to the Complaints Policy arising from the adoption of this policy; and
3. Delegate to the Monitoring Officer, in consultation with the Chief Executive and the Chair of the Corporate Policy & Resources Committee, to implement any future changes and updates to the Council's complaints policy and procedure, including the Unreasonably Persistent, Vexatious or Abusive Complaints Policy

7. BIODIVERSITY NET GAIN SITES*

The Committee **resolved** to approve the creation of Habitat Banks on identified Spelthorne Borough land, for the purpose of Biodiversity Net Gain.

8. DEBT WRITE OFFS

The Committee **resolved** to:

Approve the Sundry Debt Write Offs set out in the report, amounting to £383,095 of which £373,834 relates to Housing Benefits overpayments (offset by Housing Benefit Bad Debt Provision on balance sheet of £2,79,952 at 31 March 2023).

10. HOUSES OF MULTIPLE OCCUPANCY REPORT

Committee **resolved** that:

1. The Council introduces an Article 4 Direction across the wards of Ashford North & Stanwell South, Staines and Stanwell North (the wards with the highest number of

complaints and applications) withdrawing the permitted development right to convert a dwelling house (C3) to a House in Multiple Occupation (C4) coming into effect after 1 year of its introduction; and

2. This decision will be reviewed at this committee within a year to consider any further evidence to extend the Article 4 Direction to other additional wards.

11. UPDATE TO COMMUNITY ASSETS POLICY

Committee **resolved** to:

1. Agree the Council Administration's proposal to allow the consideration of new community development in the Council's recreation grounds and green open spaces; and
2. Approve changes to wording within the Community Lettings Policy dated November 2022. Within Section 5 to replace the wording "New development on recreation grounds or other green open spaces will not be considered" with the following:

"New community development on recreation grounds or other green open spaces will only be considered when it is appropriate to do so and there is no net adverse impact to the Biodiversity of the location. If it can be demonstrated by the person/organisation making the application, in consultation with the Councillors, that there is benefit to the wider community, the matter will be considered in more detail. All applications being progressed will be subject to a viability assessment and due diligence, as set out in Appendix 6 and taken to the Council's Corporate Policy and Resources Committee.

14. INCREASE IN OPERATIONAL BOUNDARY AND AUTHORISED LIMIT FOR EXTERNAL DEBT

19. EXTENSION OF FUNDING UNDER ROUND 1 AND 2 OF THE LOCAL AUTHORITY HOUSING FUND

NOTES:-

- (1) *Members are reminded that the "call-in" procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
 - (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
 - (b) *Decisions to award a contract following a lawful procurement process;*
 - (c) *Those decisions:*
 - i. *reserved to full Council*
 - ii. *on regulatory matters*
 - iii. *on member conduct issues.*
- (2) *Those matters to which Note (1) applies, if any, are identified with an asterisk [*] in the above Minutes.*
- (3) *Within three working days of the date on which this decision is published, not less than three members from two or more political groups by submission of the standard call-in pro-forma, may ask for that decision to be referred to a meeting of the Administrative Committee for review (call-in). The completed pro-forma must be received by the Proper Officer by 5pm three working days after publication of the decision.*

- (4) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (5) *When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
 - a. *Evidence which suggests that the decision maker, did not take the decision in accordance with the principles set out in Article 11 (Decision Making); or*
 - b. *Evidence that the decision fails to support one or more of the Council's Corporate Plan priorities to the detriment of the majority of the Borough's residents; or*
 - c. *Evidence that explicit Council Policy or legal requirements were disregarded.*
- (6) *Once the request for 'call-in' has been deemed valid by the Monitoring Officer the matter will be suspended until the call-in procedure has been exhausted.*
- (7) *The Chief Executive, in consultation with the relevant officer, will determine if the interests of the Council or Borough would be prejudiced by a delay in implementing a decision such that the call-in cannot wait until the next ordinary meeting of the Administrative Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Administrative Committee to review the decision subject to call-in at the earliest possible opportunity.*
- (9) *In exceptional cases, where there is clear evidence that a delay to the implementation of a decision would lead to a specific and significant financial or reputational harm to the Council, a call-in request may be refused by the Chief Executive following consultation with the Chair and Vice-Chair of Administrative Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Administrative Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (11) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on **03 May 2024***