



**Spelthorne  
Borough Council**

Council Meeting  
Thursday, 13 July 2023





5 July 2023

*Please reply to:*

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To the Councillors of Spelthorne Borough Council

I hereby summon you to attend a meeting of the Council to be held at The Council's Offices, Knowle Green, Staines-upon-Thames on **Thursday, 13 July 2023** commencing at **7.00 pm** for the transaction of the following business.

Daniel Mouawad  
*Chief Executive*

Councillors are encouraged to wear their badge of past office at the Council meeting.

For those Councillors wishing to participate, prayers will be said in the Mayor's office, starting at 6.45pm. Please email [mayor@spelthorne.gov.uk](mailto:mayor@spelthorne.gov.uk) if you wish to attend.

*Councillors are reminded to notify Committee Services of any Gifts and Hospitality offered to you since the last Council meeting so that these may be entered in the Gifts and Hospitality Declaration book.*

## AGENDA

Description	Page nos.
<b>1. Apologies for absence</b> To receive any apologies for non-attendance.	
<b>2. Minutes</b> To confirm as a correct record the minutes of the Annual Council meeting held on 25 May 2023 and the Extraordinary Council Meeting held 06 June 2023.	7 - 18
<b>3. Disclosures of Interest</b> To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for Members aside from those members that are also Surrey County Councillors.	
<b>4. Announcements from the Mayor</b> To receive any announcements from the Mayor.	
<b>5. Announcements from the Leader</b> To receive any announcements from the Leader.	
<b>6. Announcements from the Chief Executive</b> To receive any announcements from the Chief Executive.	
<b>7. Questions from members of the public</b> The Leader, or his nominee, to answer any questions raised by members of the public in accordance with Standing Order 13.  There were no public questions received.	
<b>8. Appointment to Outside Body - Deputy Armed Forces Champion</b> Council are asked to approve the position of Deputy Armed Forces Champion and elect a member to this role.	
<b>9. Appointment of Chair and Vice-Chair of the Development Sub-Committee for the Remainder of the Municipal Year</b> Council is asked to agree the appointment of the Chair and Vice-Chair of the Development Sub-Committee for the remainder of the Municipal Year.	19 - 20
<b>10. Motion of Censure</b> Report to follow.	

**11. Local Plan - Critical Friend Review**

Report to follow.

**12. Reports from the Committee Chairs**

To receive and agree the reports from the Committee Chairs.

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The Decision Notice for the Economic Development Committee that meets on 06 July 2023 is to follow.

**13. Motions**

To receive any motions from Councillors in accordance with Standing Order 16.

Council are advised that no Motions were received for this meeting.

**14. General questions**

The Leader, or his nominee, to answer questions from Councillors on matters affecting the Borough, in accordance with Standing Order 14.

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Four questions have been received from members (as per attached).

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**MINUTES OF THE SPELTHORNE BOROUGH COUNCIL**

**Minutes of the Annual Council Meeting of Spelthorne Borough Council  
held in the Council Chamber, Council Offices, Knowle Green, Staines-  
upon-Thames on Thursday, 25 May 2023 at 7.00 pm**

**Present:**

Councillors:

D. Saliagopoulos	J. Button	K. Howkins
M. Arnold	J. Caplin	M. Lee
M.M. Attewell	R. Chandler	A. McLuskey
E. Baldock	D. Clarke	L. E. Nichols
C. Bateson	D. Geraci	K. Rutherford
S.N. Beatty	A. Gale	O. Rybinski
M. Beecher	S. Gyawali	J.R. Sexton
M. Bing Dong	A. Mathur	J.Turner
H. Boparai	J.T.F. Doran	B. Weerasinghe
J.R. Boughtflower	R. Geach	H.R.D. Williams
M. Buck	M. Gibson	
T. Burrell	K.M. Grant	

**Apologies:** Councillors S. Bhadye, L. Brennan, S.A. Dunn and N. Islam

Councillor S.M. Doran, The Mayor, in the Chair

**44/23 Election of Mayor**

The retiring Mayor, Councillor S Doran, welcomed all members and guests to the Annual Meeting of the Council.

The Mayor gave a thank you speech as follows:

“Firstly, I would like to welcome Councillors, both new and returning, to the Chamber and congratulate you all on your successful election to this place. They say time flies when you’re having fun and the last 12 months as Mayor have flown by. It was a privilege to meet residents, both young and old, across our wonderful Borough. We have some amazing people in Spelthorne

who are doing wonderful work all for the benefit of other people and I commend everyone who puts the wellbeing of others over themselves.

I am delighted to say that we were able present cheques totalling £27,000 to the Spelthorne Mental Health Association, Stanwell Family Centre as well as Dramatize, 398 Squadron Staines & Egham ATC and 1<sup>st</sup> Stanwell Scout Group.

Over the course of the year, I have attended over 120 different events. These have included a Holli Festival event, Kempton Park Racecourse and Stanwell Moor Easter Fun Day. We also arranged a Music Night at Sunbury Cricket Club in April and an Afternoon Tea at Squires Garden Centre in Shepperton earlier this month.

My Mayoral Ball was held on 25 March, and I am grateful to Visit Staines, Willmott Dixon and Heathrow for kindly agreeing to sponsor the evening. I would like to thank everyone who attended this and other events over the past year.

The past 12 months have been historical for this country. It was an honour to represent the Borough as we celebrated Queen Elizabeth II's Platinum Jubilee last June, mourn her majesty's passing in September and mark the Coronation of King Charles III. Spelthorne Borough Council was created in 1974, so this was the first time this authority was able to mark royal events of this magnitude.

As a Council, we have marked a number of events ourselves. We celebrated Pride Month last June, marked Holocaust Memorial Day, continued to show solidarity with our friends in Ukraine, who are suffering appalling atrocities and just last week, we celebrated Middlesex Day with a flag raising ceremony outside the Council offices.

I will be eternally grateful for everyone who has helped me over the course of the year, including my consort John, my charity committee, fellow Councillors past and present, officers and I want to pay special tribute to Maxine Cole, my Mayoral PA who has been such a big supporter of me and John this year.

I will close with a few words about my Deputy Mayor who has been a great help to me over the past 12 months. It has truly been an honour to be Mayor of Spelthorne and to represent our wonderful Borough and I, once again, thank everyone who made this past year possible".

It was moved by Councillor Sexton and seconded by Councillor J Doran that Councillor Saliagopoulos be appointed Mayor for the Municipal Year 2023-2024.



**Resolved** that Councillor Saliagopoulos be appointed Mayor for the Municipal Year 2023-2024.

A short adjournment took place to hand over the robes and badge of Office to the new Mayor.

Councillor Saliagopoulos made the Declaration of Acceptance of Office as Mayor of the Borough of Spelthorne and took the Chair. She presented Councillor Sue Doran with her past Mayor's badge.

[Councillor Saliagopoulos, The Mayor, in the chair.]

The Mayor invited the retiring Mayor's Consort, Councillor John Doran, to present her consort with the Mayor's consort badge. The Mayor then invited her consort, Mr Yanis Saliagopoulos, to present Councillor John Doran with the past Mayor's Consort badge.

#### **45/23 Minutes**

The minutes of the Council meeting held on 20 April 2023 were agreed as a correct record.

#### **46/23 Disclosures of Interest**

There were no disclosures of interest.

#### **47/23 Election of Deputy Mayor**

It was moved by Councillor Williams and seconded by Councillor Beecher that Councillor Baldock be appointed Deputy Mayor for the Municipal Year 2023-2024.

It was moved by Councillor Button and seconded by Councillor J Doran that Councillor Buck be appointed Deputy Mayor for the Municipal Year 2023-2024.

It was moved by Councillor Boughtflower and seconded by Councillor Attewell that Councillor Chandler be appointed Deputy Mayor for the Municipal Year 2023-2024.

Council voted on the 3 nominees as follows:

Councillor Baldock – 12 votes  
Councillor Buck – 8 votes  
Councillor Chandler – 10 votes

Councillor Buck was eliminated from the voting and a second round of voting took place as follows:

Councillor Baldock – 20 votes

Councillor Chandler – 10 votes

**Resolved** that Councillor Baldock be appointed as Deputy Mayor for the Municipal Year 2023-2024.

Councillor Baldock made the Declaration of Acceptance of Office as Deputy Mayor of the Borough of Spelthorne and announced that her husband, Richard Baldock would be the Deputy Mayor's Consort. The Mayor presented Councillor Baldock with the Deputy Mayor's badge.

The outgoing Deputy Mayor's Consort, Mr Yanis Saliagopoulos, presented the Deputy Mayor's Consort Badge to the Deputy Mayor's Consort.

### **48/23 Announcements from the Mayor**

The Mayor made the following announcements:

"Firstly, may I thank our past Madam Mayor and her Consort, husband John and congratulate them on their successful past year. I wish them all the best for the future.

May I also thank all Councillors and guests here today for just being here. May I also thank my long suffering husband Yanis and wish him well for his year as Mayor's Consort. I really must thank our officers for their kind guidance and patience, for arranging today and in advance for their support in the forthcoming year. I wanted to say thank you to Maxine, the Mayor's Secretary who has been really supportive.

As most of you may be aware, my late Mother, past Mayor, Cllr Isobel Napper, was unable to finish her Mayoral year due to her premature death from breast cancer, halfway through her Mayoral Year in 2013. Ten years ago? Where has the time gone?

One of my charities will be to support the Jasmine Suite at Ashford Hospital. The opening of the Suite was the last official engagement my mother carried out. The Suite is dedicated to the care of our residents with breast cancer and their treatment. It will be my great honour to continue to support this. One in three women will suffer from breast cancer, which is a truly frightening statistic.

My other Charity will be Daybreak, a fantastic facility at St Peter's Church for those needing respite and for those fantastic carers and families who know they can bring their loved ones to Daybreak in the knowledge that they will be well supported and looked after. They particularly welcome those with Dementia which is something that I care passionately about.

I work for Barchester Heath Care, and may I say how fortunate I have been at my age to take up a new career. I work with those who will be taking care of residents with Dementia. If you have never been involved in the care of

people with Dementia, I would urge you to take time to do so. It is a growing issue for our elders (and sometimes younger people too; we simply cannot ignore this. I would therefore ask you to please support my charities whenever you can.

Finally, I would also wish to support the young people in our borough and one of the ways I will be looking to do this is to start a “Ride Spelthorne” – a Cycle Race around the Borough for our young people – I know it is going to need some organisation (apologies to officers) but I am hoping it may become a yearly event. I have had the great pleasure of meeting Mark Cavendish, our greatest ever cyclist; every young person should aspire to such greatness.

I want to thank you all councillors and Madam past Mayor and your wonderful Consort John for all your support. I look forward to working with you all in the coming year. We hope to go through with a smooth agenda this evening, mindful of those in our public gallery and those who are watching us on YouTube at home”

#### **49/23 Election of Leader of the Council**

It was moved by Councillor Bateson and seconded by Councillor Gerachi that Councillor Joanne Sexton be appointed Leader of the Council for the Municipal Year 2023-2024.

**Resolved** that Councillor Joanne Sexton be appointed Leader of the Council for the Municipal Year 2023-2024.

#### **50/23 Announcements from the Leader**

The Leader made the following announcements:

“Thank you, Madam Mayor and may I congratulate you and your consort Yannis. I very much look forward to supporting you and your charities in the forthcoming year.

I am both humbled and honoured to be elected as Leader of this council. I pledge to put my heart and soul into this role for the benefit of all our residents. We must all come together and work to achieve those best interests.

All committee members can participate in decision making but with it comes accountability. This important function will shape the strategy, direction and image of this council. It will encompass the many skill sets councillors have acquired in their professional working lives to put to best use on behalf of the council.

Robust debate and discussion are to be encouraged, that is healthy for democracy but in doing so I must ask all members to respectfully acknowledge the views of others whose views may differ from their own. We must move this council forward in a spirit of co-operation, working on behalf of all our residents who expect nothing less of us. We want to encourage more resident participation and reach out more widely to the community as a whole and for them to be more aware of and involved in the issues this council faces.

Committees have a huge responsibility to formulate policy and make decisions accordingly. Many challenges lie ahead, least of all the huge challenge of addressing the predicted budget deficit in order to present a balanced budget to council for approval next February.

Formulating the next budget will be difficult and all members in committees must play their part in achieving this task. We can no longer continue making last minute decisions appertaining to the budget which does not do justice to the work and input that our officers have contributed and provided.

We no longer operate a strong leader model of governance. Policy formulation rests firmly with members of committees and it is they who will determine the key objectives and direction of this council. Every member is of equal status and without exception has the opportunity to play their part in the process, thus making us an all-inclusive member council.

I very much look forward to working with you all in the year ahead”.

### **51/23 Election of Deputy Leader**

It was moved by Councillor Sexton and seconded by Councillor Nichols that Councillor Bateson be appointed Deputy Leader of the Council for the Municipal Year 2023-2024.

**Resolved** that Councillor Bateson be appointed Deputy Leader of the Council for the Municipal Year 2023-2024.

### **52/23 Announcements from the Chief Executive**

The Chief Executive made the following announcements:

Team Spelthorne has had an exceptionally busy month, contending with an all-out Borough election and coronation festivities.

As Head of Paid Services, and on behalf of all Borough colleagues, may I congratulate every one of you on your election as a Borough Councillor.

We are an ambitious Borough who are rightly proud of what we have achieved over recent years in supporting our residents and boosting our local economy.

The next 4 years will rightly have its own challenges, but together I know we can look forward to progressing the priorities you set and delivering further on efficient and effective services for our communities.

In particular, I congratulate Cllr Sexton and Cllr Bateson on their respective election to Leader and Deputy Leader.

We look forward to collaboratively working with you all in discharging our public service duties in the interest of residents and businesses that call Spelthorne home.

As Returning Officer for Spelthorne, I would like to express my appreciation and thanks to colleagues across the Council for a smooth elections process.

All staff at the polling stations and at the count have given excellent service yet again and showed Spelthorne in a very positive and professional light. I would like to pay tribute to my Deputy Returning Officers and to the Elections Team for their outstanding commitment and efficient organisation.

Special thanks go to our Neighbourhood Services colleagues for their immense assistance throughout.

Finally, for most of us in this chamber, this would have been the first Coronation we will have ever experienced, and the occasion was one of celebration. My thanks go to the many colleagues, who along with the past Mayor and myself, volunteered to support the 70 plus street parties and events across Spelthorne as we marked another significant date in our country's rich history.

The King in his first speech to the nation told us that he shall endeavour to serve with loyalty, respect and love. I trust that we can together, equally serve the interests of this Borough.

Thank you Madam Mayor

### **53/23 Changes to the Allocation of Seats for Committees**

Council considered a report on the proposed changes to the allocation of seats on Committees.

Proposed by Councillor Sexton  
Seconded by Councillor Bateson

**Resolved to:**

1. Agree the proposed allocation of seats to parties as outlined in Appendix 2 of the report, including one additional seat on each of Corporate Policy & Resources, Environment & Sustainability and the Planning Committees; and
2. Agree the delegation to the Group Head of Corporate Governance to make the necessary changes to the Constitution to reflect the increased sizes of committees as outlined in Appendix 2 of the report.

**54/23 Establishment of Committee and Sub Committee 2023/24**

Council **resolved** to agree the Committees and Sub-Committee as outlined on the agenda.

**55/23 Allocation of Seats on Committees and Sub-Committees**

Council **resolved** to agree the allocations of seats to each political group.

**56/23 Appointment of Members to Committee and Sub-Committees**

Proposed by Councillor Gerachi  
Seconded by Councillor Rutherford

And **resolved** that the vacant seat on the Licensing Committee be gifted to the Independent Green member, Councillor McLuskey.

Council **resolved** to agree the appointments of members to Committees and Sub-Committee.

**57/23 Appointment of Chairs and Vice-Chairs of Committees and Sub-Committees**

Council **resolved** to agree the appointment of Chairs and Vice-Chairs to the Committees and Sub-Committee as outlined in the Supplementary Agenda.

**58/23 Appointment of Nominated Substitutes for Committees**

Council **resolved** to agree the nominations for substitutes for Committees and Sub-Committee as outlined in the Supplementary Agenda.

**59/23 Members Allowances Scheme**

Proposed by Councillor Sexton  
Seconded by Councillor Bateson

Council **resolved** to agree the interim arrangements for the Members' Allowances Scheme. This would be a continuation of the provisions of the Members' Allowances Scheme for 2022/23 pending receipt and consideration of recommendations from the Independent Remuneration Panel.

### **60/23 Appointments to Outside Bodies**

#### **South West Middlesex Crematorium Board**

It was proposed by Councillor Bateson and seconded by Councillor Nichols and **resolved** that Councillor Dunn serve as the Council's representative on the South West Middlesex Crematorium Board.

There were no nominations for a deputy representative for this Board.

#### **Surrey Police and Crime Panel**

It was proposed by Councillor Bateson and seconded by Councillor Sexton and **resolved** that Councillor Boparai serve as the Council's representative on the Surrey Police and Crime Panel.

#### **Knowle Green Estates Board**

It was proposed by Councillor Sexton and seconded by Councillor Bateson that Councillor Nichols serve as the Council's representative on the Knowle Green Estates Board.

It was proposed by Councillor Button and seconded by Councillor Buck that Councillor Geach serve as the Council's representative on the Knowle Green Estates Board.

Council **resolved** to appointment Councillor Nichols as a member on the Knowle Green Estates Board.

#### **Armed Forces Champion**

It was proposed by Councillor Boughtflower and seconded by Councillor Attewell that Councillor Clarke serve as the Council's Armed Forces Champion.

It was proposed by Councillor Button and seconded by Councillor Buck that Councillor J Doran serve as the Council's Armed Forces Champion.

Council **resolved** to appointment Councillor J Doran as a Council's Armed Forces Champion.

Council were advised that a Deputy Armed Forces Champion role would be considered at the next meeting of the Council in order to provide a role for both of the above nominees.

### **Mental Health Champion**

It was proposed by Councillor Button and seconded by Councillor Beatty and **resolved** that Councillor S Doran serve as the Council's Mental Health Champion.



## MINUTES OF THE SPELTHORNE BOROUGH COUNCIL

Minutes of the Council Meeting of Spelthorne Borough Council held in the Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames on Tuesday, 6 June 2023 at 7.00 pm

### Present:

#### Councillors:

M. Arnold	D. Geraci	J. Button
D. Clarke	A. Gale	R. Chandler
A. McLuskey	S. Gyawali	J.T.F. Doran
H.R.D. Williams	A. Mathur	S.A. Dunn
M. Lee	B. Weerasinghe	M. Gibson
R. Geach	M. Bing Dong	K.M. Grant
T. Burrell	K. Rutherford	K. Howkins
S.M. Doran	L. Brennan	N. Islam
S.N. Beatty	M.M. Attewell	L. E. Nichols
H. Boparai	C. Bateson	O. Rybinski
M. Buck	M. Beecher	J.R. Sexton
J. Caplin	J.R. Boughtflower	

#### In Attendance

**Apologies:** Apologies were received from Councillors D. Saliagopoulos, E. Baldock, S. Bhadye and J. Turner and

#### **61/23 Disclosures of Interest**

There were no disclosures of interest.

#### **62/23 Request to Pause the Local Plan Examination Hearings**

In the absence of the Mayor and Deputy Mayor it was proposed by Councillor Rutherford and seconded by Councillor Button that Councillor Gibson chair the meeting.

Council **resolved** that Councillor Gibson would chair the meeting.

Council considered the follow motion put forward by Councillor Beecher and seconded by Councillor S Doran:

“Spelthorne Borough Council formally requests the Planning Inspector to pause the Examination Hearings into the Local Plan for a period of three (3) months to allow time for the new council to understand and review the policies and implications of the Local Plan and after the three month pause the Council will decide what actions may be necessary before the Local Plan examination may proceed.”

A named vote was requested by Councillor Boughtflower.

**For:** Councillors Arnold, Bateson, Beatty, Beecher, Bing Dong, Burrell, Button, Caplin, J Doran, S Doran, Gale, Geach, Geraci, Gibson, Grant, McLuskey, Nichols, Rutherford, Sexton, Williams – **20 votes**

**Against:** Councillors Attewell, Boughtflower, Brennan, Chandler, Clarke, Dunn, Gyawali, Howkins, Islam, Lee, Mathur, Rybinski, Weerasinghe – **13 votes**

**Abstain:** Councillor Buck – **1 vote**

Council **resolved** to formally request the Planning Inspector to pause the Examination Hearings into the Local Plan for a period of three (3) months to allow time for the new council to understand and review the policies and implications of the Local Plan and, after the three month pause, the Council will decide what actions may be necessary before the Local Plan examination may proceed.”

**Appointment of Chair and Vice-Chair of the Development Sub-Committee**

At a meeting of the Development Sub-Committee held on 03 July 2023 the following was agreed:

Councillor H Williams is to be Chair for the remainder of the Municipal Year

Council S Beatty is to be Vice-Chair for the remainder of the Municipal Year

Both appointments need to be agreed by Council.

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## Administrative Committee

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### Decisions taken at the meeting held on Thursday, 8 June 2023.

#### Meeting Time:

7.00 pm

#### Meeting Venue:

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

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**PRESENT:** Councillor Lawrence Nichols (Vice-Chairman, in the Chair), Councillor Michelle Arnold, Councillor Malcolm Beecher, Councillor Lisa Brennan, Councillor Jolyon Caplin, Councillor Rebecca Geach, Councillor John Turner and Councillor Buddhi Weerasinghe

#### 1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Bhadye, Baldock, and Gale. Councillor Beecher attended as Councillor Gale's substitute.

#### 2. MINUTES

The minutes of the meeting held on 19 January 2023 were agreed as a correct record.

#### 3. DISCLOSURES OF INTEREST

There were none.

#### 4. APPOINTMENTS TO OUTSIDE BODIES 23-24

The Committee **resolved** to agree the appointments as set out in the appendix to the report and as updated at the Committee meeting.

#### 5. APPOINTMENT OF REPRESENTATIVE TRUSTEES TO SUNBURY FUEL ALLOTMENT TRUST

The Committee **resolved** to appoint Mr Tim Evans, Mr Alfred Friday, Mrs Kaye Friday, and Mr Paul Thompson as representative trustees to Sunbury Fuel Allotment Trust for a four year period.

#### 6. FORWARD PLAN

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

#### 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 Council for review and decision (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 Council makes its determination.*
- (7) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on 15 June 2023.*

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**Decisions taken at the meetings held on Monday, 26 June 2023 and Thursday, 29 June 2023.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:**

1. **APOLOGIES AND SUBSTITUTES**
5. **CAPITAL OUTTURN REPORT AS AT 31 MARCH 2023**
6. **2022/23 REVENUE CARRY FORWARD REQUESTS**
8. **LOCAL PLAN PAUSE - EXTERNAL REVIEW**

Committee **resolved** to:

1. **Not agree** to using the vision dated December 2021 as a baseline benchmark against which the Regulation 19 Submission version of the Local Plan and not to make a recommendation to Council to adopt the vision for this purpose;
2. **Not agree** the draft provisional specification of works drawn up by the proposed 'critical friend' for the review;
3. **Agree** to issue a direct award contract to Catriona Riddell Associates (CRA) to undertake a review of the Local Plan;
4. **Agree** to give delegated authority to the Chief Executive and the Group Head of Corporate Governance to enter a contract with CRA;
5. This recommendation was not voted on due to the vote against recommendation 1;
6. **Agree** that the costs for the review would come from the Corporate Budget;
7. **Agree** to set a date of 14 September 2023 for an Extraordinary Council Meeting (ECM) in line with the motion agreed at the ECM on 06 June 2023;
8. **Agree** to note the risk considerations; and
9. This recommendation was not voted on due to the vote against recommendation 1;

**9. FINANCIAL REPORTING WORKING GROUP**

Committee **resolved** to approve the creation of a Member Working Group focused on Financial Reporting.

**13. BUILDING CONTROL SERVICE**

Committee **resolved** to agree the recommendations in the exempt report.

**14. ELECTRIC VEHICLE RAPID CHARGING HUB**

Committee **resolved** to agree the recommendations outlined in the exempt report.

**15. LOCAL AUTHORITY HOUSING FUND ROUND 2**

Committee **resolved** to agree the recommendations outlined in the exempt report.

**16. URGENT ITEM - LOCAL AUTHORITY HOUSING FUND (LAHF) PROPERTY ACQUISITIONS**

Committee **resolved** to agree the recommendations outlined in the exempt report.

**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 06 July 2023.*

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**Decisions taken at the meeting held on Tuesday, 13 June 2023.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor Sue Doran (Chair), Councillor Michelle Arnold, Councillor Chris Bateson, Councillor Lisa Brennan, Councillor Med Buck, Councillor Sandra Dunn, Councillor Adam Gale, Councillor Kathy Grant, Councillor Katherine Rutherford, and Councillor Olivia Rybinski

**5. COMMUNITY GARDEN PROJECT - WEST WING**

The Committee **resolved** to approve the community garden project in principal and consultation with West Wing Knowle Green residents, and if the residents wish to proceed on a particular site, agree that site between Group Heads in consultation with the Chair of Community Wellbeing and Housing.

**6. DELAYED DECISION RELATING TO ANNUAL GRANT AWARDS 2023/24**

The Committee **resolved** to:

- 1) Approve the cross-party grant panel recommendations in relation to the funding bids from Stanwell Events and Stanwell Foodbank.
- 2) Review the Council's annual grant funding criteria and to stipulate that the basis for their Grant Funding Panel's recommendation should be incorporated into the funding criteria in future.

**7. FOOD AND PRICE REVIEW OF GREENO COMMUNITY CENTRE ALTERATIONS**

Consideration of this item was combined with item 11, "Procurement of Meals on Wheels & Community Meals Provision."

**8. FORWARD PLAN\***

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

**9. EXCLUSION OF PRESS AND PUBLIC\***

It was proposed by Councillor Bateson, seconded by Councillor Arnold and **resolved** to exclude the public and press in view of the likely disclosure of exempt information within the meaning of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

**10. PROCUREMENT OF MEALS ON WHEELS AND COMMUNITY MEALS PROVISION**

The Committee **resolved** to approve the recommendations as set out in the report.

**11. URGENT ITEM- LOCAL AUTHORITY HOUSING FUND ROUND TWO\***

The Committee **resolved** to note the update on 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 19 June 2023.*

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**Decisions taken at the meeting held on Tuesday, 27 June 2023.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor Malcolm Beecher (Chair), Councillor Kathy Grant (Vice-Chair), Councillor Sean Beatty, Councillor Harry Boparai, Councillor Lisa Brennan, Councillor Tony Burrell, Councillor Darren Clarke, Councillor Karen Howkins, Councillor Matthew Lee, Councillor Lawrence Nichols, Councillor Katherine Rutherford, Councillor Joanne Sexton, Councillor John Turner and Councillor Howard Williams

**5. STRATEGIC PLANNING TASK GROUPS**

Committee **resolved** to:

1. Re-confirm the composition of the Local Plan Task Group and Terms of Reference
2. To delegate authority to the Chief Executive in consultation with the Chair and Vice-Chair of this Committee to agree the names of those ware members on the Local Plan Task Group
3. Re-confirm the composition of the Staines-upon-Thames Development Task Group and the suggested Terms of Reference
4. Re-confirm the composition of the Community Infrastructure Levy Working Group and the suggested Terms of Reference
5. Re-confirm the composition of the Local CIL Spending Boards and governance arrangements.

**6. CLIMATE CHANGE WORKING GROUP**

Committee **resolved** to:

1. Agree the continuation of a climate change working group to focus on monitoring of actions towards carbon neutrality and to assess initial ideas on measures to address climate change before submission to the Environment and Sustainability Committee.
2. Agree the Terms of Reference
3. Agree that Councillor Nichols be the member representative at the Greener Futures Partnership meetings.

**7. APPOINTMENT AS MEMBER REPRESENTATIVE TO THE RIVER THAMES SCHEME**

The Committee **resolved** to appoint Councillor Clarke as member representative to the River Thames Scheme for the 2023-24 municipal year.

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 30 June 2023.*

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**Decisions taken at the meeting held on Thursday, 22 June 2023.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor John Doran (Chair), Councillor Katherine Rutherford (Vice-Chair), Councillor Mary Bing Dong, Councillor Tony Burrell, Councillor Jolyon Caplin, Councillor Darren Clarke, Councillor Naz Islam and Councillor Joanne Sexton

**6. JOINT ENFORCEMENT TEAM- ENVIRONMENTAL CRIME ENFORCEMENT POLICY**

The Committee **resolved** to adopt the Joint Enforcement Team – Environmental Crime Enforcement Policy.

**7. 240M BOARDWALK DOWN THE EASTERN BANK OF THE RIVER ASH IMPROVEMENT SITE**

The Committee **resolved** to

1. Authorise the Group Head of Neighbourhood Services to go out to tender for the procurement of the River Ash Boardwalk
2. Delegate authority to the Biodiversity Officer, Group Head of Neighbourhood Services and Chair of Neighbourhood Services and Enforcement committee to select the chosen supplier
3. Authorise the Group Head of Corporate Governance to enter into the contract with the selected supplier

**8. FORWARD PLAN**

The Committee **noted** the forward plan.

**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 27 June 2023.*

## **Report of the Chairman on the Work of the Planning Committee**

This report gives an overview of the key items considered by the Committee at its meetings on 31 May 2023 and 28 June 2023.

### **1. Planning Committee Meeting- 31 May 2023**

1.1 The Committee considered two reports

1.2 Application No. 23/00318/FUL, 89 Marlborough Road, Ashford- This application was for the Erection of 12 walk-in style pens in rear garden of property and operation of Cattery.

1.3 The application was **approved**.

1.4 Application No. 23/00185/FUL, 10 Chestnut Grove Staines-Upon-Thames TW18 1BZ- This application was for the demolition of converted garage and erection of new build part single storey, part two storey dwelling house with integral garage, including single storey rear extension to existing dwelling.

1.5 This application was **refused**

### **2. Planning Committee Meeting- 28 June 2023**

2.1 The Committee considered two reports

2.2 Application No. 23/00274/FUL - Scout Hut, Wood Lane, Shepperton TW17 0DX- This application was for the Demolition of existing hut and erection of 2 bungalows with associated amenity space and parking.

2.3 The application was **approved**

2.4 TPO 285/2023 - Land (the Paddock) to the north west of Ladye Place, Riverbank Cottage and Bank Cottage, adjacent to Ferry Lane, Shepperton, TW17 9LQ – This application was for a Tree Preservation Order 285/2023 to be served with immediate effect to protect 2 individual trees, (1 no. Sycamore, 1 no. Willow) 3 Groups (G1) of 8 no. Sycamores, (G2) of 2 no. Sycamores & 1 no. Oak, and Group (G3) of 4 no Sycamores on this site.

2.5 The Tree Preservation Order was confirmed without modification.

**Councillor M Gibson**  
*Chairman of Planning Committee*

**5 July 2023**



<p><b>Question 1 – Councillor Rybinski</b></p>
<p>“In my view and based on my interactions with the local community, overwhelmingly residents consider the current Draft plan as the best compromise between our wishes and planning law. Why should we delay it any further and open all our communities up to the very real threat of predatory development?”</p>
<p><b>Question 2 – Councillor Howkins</b></p>
<p>“Spelthorne is constricted by two dates – the end of the three month ‘Pause’ on the 13 September 23 and the deadline of December 23 by which time all Local Planning Authorities in England must have a valid Local Plan (This is written policy from the Department of Levelling, Housing and Communities).</p> <p>Please could you provide a written timetable detailing how and when the Review Councillor Training and Consultation will be dealt with, within that time frame.”</p>
<p><b>Question 3 – Councillor Lee</b></p>
<p>“The Spelthorne Strategic Planning Team has been working on our Local Plan for more than five years. What experience does Catriona Riddell have in working up a Local Plan from inception to Examination in Public (not as a consultant)?”</p>
<p><b>Question 4 – Councillor Lee</b></p>
<p>“As the working-up of our Local Plan has costs more than £2 million so far. The Council is beholden under the LGA Code of Conduct to ensure that public resources are used prudently. What are the estimated costs of further delay to our Local Plan, and the desire by some Council group leaders to have the Local Plan re-written?”</p>

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