
Decisions taken at the meeting held on Monday, 4 September 2023.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Howard Williams (Chair), Councillor Sean Beatty (Vice-Chair), Councillor Malcolm Beecher, Councillor Rose Chandler, Councillor Michele Gibson, Councillor Karen Howkins, Councillor Lawrence Nichols and Councillor Joanne Sexton

11. LEASE RENEWAL OF A UNIT WITHIN ELMSLEIGH SHOPPING CENTRE, STAINES

The Committee considered a report on a proposed lease renewal of Unit 29 Elmsleigh Shopping Centre, Staines that is currently occupied by Holland and Barrett Ltd.

The Committee **resolved** to:

1. Approve a lease renewal of Unit 29, Elmsleigh Shopping Centre to Holland & Barrett Ltd; and
2. Authorise the Chief Executive, in consultation with the Chair and Vice-Chair of the Development Sub-Committee to agree to any variations of the proposed lease terms and authorise the Group Head of Corporate Governance to enter into the new lease.

12. LETTING OF THE 1ST FLOOR ELMBROOK HOUSE, SUNBURY

The Committee considered a report that sought approval for a potential letting of the first floor of Elmbrook House.

The Committee **resolved** to:

1. approve the potential letting of the first floor of Elmbrook House; and
2. authorise the Chief Executive in consultation with the Chair and Vice-Chair of the Development Sub-Committee to agree to any variations of the proposed lease terms and authorise the Group Head of Corporate governance to enter into the lease.

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 **18 September 2023.***