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**Decisions taken at the meeting held on Thursday, 8 January 2026.**

**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 Turner (Chair), Councillor John Boughtflower (Vice-Chair), Councillor Laura Barker, Councillor Mary Bing Dong, Councillor Tony Burrell, Councillor Jolyon Caplin, Councillor Darren Clarke, Councillor Sue Doran, Councillor Kathy Grant, Councillor Anant Mathur and Councillor Howard Williams

**4. FORMAL ENDORSEMENT OF SCC RETROFIT STRATEGY**

The Committee **resolved** to:

- 1) Approve the formal endorsement of Surrey County Council Retrofit Strategic Action Plan; and
- 2) Approve the Chair of the Environment and Sustainability Committee to sign the endorsement letter.

**5. ADOPTION OF THE SPELTHORNE DESIGN CODE**

The Committee **resolved** to agree that the Spelthorne Design Code be recommended for adoption at Full Council.

**6. HMO SUPPLEMENTARY PLANNING DOCUMENT CONSULTATION DRAFT**

The Committee **resolved** to agree that the Consultation Draft of the Spelthorne Houses in Multiple Occupation (HMO) Supplementary Planning Guidance (SPD) be published for a 4-week public consultation under Regulation 12 of the Town and Country Planning (Local Planning) Regulations 2012.

**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 Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*

(8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*

(10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*

(6) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on ....(Insert date).*