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**Decisions taken at the meeting held on Thursday, 6 July 2023.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor Howard Williams (Chair), Councillor John Boughtflower (Vice-Chair), Councillor Mary Bing Dong, Councillor Jon Button, Councillor Rebecca Geach and Councillor Suraj Gyawali

**6. REVIEW OF STAINES BUSINESS IMPROVEMENT DISTRICT (BID)**

The Committee **resolved** to note the presentation on the Staines Business Improvement District.

**7. RESPONSE TO HEATHROW NOISE ACTION PLAN CONSULTATION**

The Committee **resolved** to agree Spelthorne Council's response to Heathrow's draft Noise Action Plan, including any further comments or changes agreed at the meeting, with the final sign-off to be delegated to the Chair and Vice-Chair of the Economic Development Committee and Environment and Sustainability Committee.

**8. INCUBATOR MONITORING**

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

**9. FORWARD PLAN**

The Committee **resolved** to note the forward plan subject to the inclusion of the following items:

- Surrey County Council's Economic Development department would be invited to give a presentation at a future Committee meeting
- The Committee's Terms of Reference would be reviewed at the next meeting
- The Economic Prosperity Strategy would be reviewed at the next meeting

**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 12 July 2023.*