
Decisions taken at the meeting held on Tuesday, 23 January 2024.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Malcolm Beecher (Chair), Councillor Kathy Grant (Vice-Chair), Councillor Maureen Attewell, Councillor Sean Beatty, Councillor John Boughtflower, Councillor Tony Burrell, Councillor Jolyon Caplin, Councillor Sue Doran, Councillor Howkins, Councillor Lawrence Nichols, Councillor Katherine Rutherford, Councillor Rybinski, Councillor Joanne Sexton, Councillor John Turner and Councillor Howard Williams

4. REVIEW OF THE COVERAGE OF THE SPELTHORNE AIR QUALITY MANAGEMENT AREA

The Committee **resolved** to:

1. Note the proposed change in the coverage of the Air Quality Management Area (AQMA)
2. Agree option 2 to recommend adoption of the proposed more conservative modified AQMA boundary detailed in Appendix 1, Figure 2.

5. APPROVAL OF COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING

The Committee **resolved** to approve CIL funding for:

1. Visit Staines / Surrey Police – Installation of 3 Automatic Number Plate Recognition (ANPR) Cameras. £43,189.04 (inc VAT)
2. Studholme Medical Centre / NHS – Medical Centre Extension. £627,061 (inc VAT)

6. SPELTHORNE DESIGN CODE PROJECT

The Committee **resolved** to:

1. Note that a growth bid for £90,000 to assist with delivering the Spelthorne Design Code project has been submitted
2. Agree to undertake the procurement process for the appointment of a Consultant to support the Council in its development of the Spelthorne Design Code (in line with the draft specification as set out in Appendix A)
3. Delegate permission to award the contract to the successful bidder to the Chair of the Environment and Sustainability Committee and the Group Head of Place, Protection and Prosperity and authorise the Group Head of Corporate Governance to enter into a contract with the successful bidder.

7. DRAFT PROPOSED FEES AND CHARGES FOR 2024-25 (AS PART OF THE ANNUAL BUDGET PROCESS)

The Committee **resolved** to:

1. Approve the proposed Fees and Charges for 2024-25 for this Committee.

2. Recommend to Corporate Policy & Resources Committee that they approve the proposed Fees and Charges for 2024-25

8. REVENUE GROWTH BIDS, REVENUE SAVINGS PLANS, CAPITAL GROWTH BIDS 2024-25 (AS PART OF THE ANNUAL BUDGET PROCESS)

The Committee **resolved** to:

1. Approve the proposed Revenue Growth Bids (Appendix B) and Savings Plan (Appendix C) for 2024-25 for this Committee.
2. Recommend to Corporate Policy & Resources Committee that they approve the proposed Revenue Growth Bids (Appendix B) and Savings Plan (Appendix C) for 2024-25

9. APPOINTMENT OF MEMBER REPRESENTATIVE TO THE RIVER THAMES SCHEME

The Committee **resolved** to agree that Councillor Burrell be nominated as member representative to the River Thames Scheme for the remainder of the 2023-24 municipal year.

10. UPDATE ON BIODIVERSITY NET GAIN

The Committee **resolved** to note the update

11. UPDATES FROM TASK AND FINISH AND/OR WORKING GROUPS

The Committee **resolved** to note the update

12. FORWARD PLAN

The Committee **resolved** to note 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.*
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- (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 26 January 2024*